SAMSUNG

SAMSUNG LASER MFP User's Guide

SCX-6320F
SCX-6220

For UK customers:
To reorder your consumables
Call 0800 3164060
For Technical Assistance
Call 0870 2420303

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Important Precautions and Safety Information

When using this product, these basic safety precautions should always be followed to reduce risk of fire, electric shock, and injury to persons:

1. Read and understand all instructions.

2. Use common sense whenever operating electrical appliances.

3. Follow all warnings and instructions marked on the product and in the literature accompanying the product.

4. If an operating instruction appears to conflict with safety information, heed the safety information. You may have misunderstood the operating instruction. If you cannot resolve the conflict, contact your sales or service representative for assistance.

5. Unplug the product from the AC wall socket and/or telephone jack before cleaning. Do not use liquid or aerosol cleaners. Use only a damp cloth for cleaning.

6. Do not place the product on an unstable cart, stand, or table. It may fall, causing serious damage.

7. Your product should never be placed on, near, or over a radiator, heater, air conditioner, or ventilation duct.

8. Do not allow anything to rest on the power lead. Do not locate your product where the cords will be abused by persons walking on them.

9. Do not overload wall outlets and extension cords. This can diminish performance, and may result in the risk of fire or electric shock.

10. Do not allow pets to chew on the AC power, telephone, or PC interface cords.

11. Never push objects of any kind into the product through case or cabinet openings. They may touch dangerous voltage points, creating a risk of fire or shock. Never spill liquid of any kind onto or into the product.

12. You product may have a heavy cover for optimal pressure on the document for the best scanning and/or faxing (usually the flatbed-type product). In this case, replace the cover after placing a document on the scan glass, by holding it and moving it down slowly until it sits back on the product.

13. To reduce the risk of electric shock, do not disassemble the product. Take it to a qualified service technician when repair work is required. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly could cause electric shock when the unit is subsequently used.

14. Unplug the product from the telephone jack, PC and AC wall outlet, and refer servicing to qualified service personnel under the following conditions:
    - When any part of the power cord, plug, or connecting cable is damaged or frayed.

- If liquid has been spilled into the product.
- If the product has been exposed to rain or water.
- If the product does not operate properly after instructions have been followed.
- If the product has been dropped, or the cabinet appears damaged.
- If the product exhibits a sudden and distinct change in performance.

15. Adjust only those controls covered by the operating instructions. Improper adjustment of other controls may result in damage, and may require extensive work by a qualified service technician to restore the product to normal operation.

16. Avoid using this product during a lightning storm. There may be a remote risk of electric shock from lightning. If possible, unplug the AC power and telephone cord for the duration of the lightning storm.

17. SAVE THESE INSTRUCTIONS FOR FUTURE REFERENCE.

18. Use only No.26 AWG or larger telephone line cord.

Laser Safety Statement

The printer is certified in the U.S. to conform to the requirements of DHHS 21 CFR, chapter 1 Subchapter J for Class I(1) laser products, and elsewhere is certified as a Class I laser product conforming to the requirements of IEC 825.

Class I laser products are not considered to be hazardous. The laser system and printer are designed so there is never any human access to laser radiation above a Class I level during normal operation, user maintenance, or prescribed service condition.

WARNING

Never operate or service the printer with the protective cover removed from Laser/ Scanner assembly. The reflected beam, although invisible, can damage your eyes.

CAUTION - CLASS 3B LASER RADIATION WHEN OPEN
AVOID EXPOSURE TO THE BEAM.

DANGER - LASER RADIATION AVOID DIRECT
EXPOSURE TO BEAM.

DANGER - RADIATIONS INVISIBLES DU LASER EN CAS D'OUVERTURE. EVITER TOUTE EXPOSITION DIRECTE AU FAISCEAU.

VORSICHT - UNSICHTBARE LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET.
NICHT DEM STRAHL AUSSETZEN.

ATTENZIONE - RADIAZIONE LASER INVISIBILE IN CASO DI APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.

PRECAUCIÓN - RADIACIÓN LASER INVISIBLE CUANDO SE ABRE. EVITAR EXPONERSE AL RAYO.

PERIGO - RADIAÇÃO LASER INVISÍVEL AO ABRIR. EVITE EXPOSIÇÃO DIRECTA AO FEIXE.

GEVAAR - ONZICHTBARE LASERSTRALEN BIJ GEOPENDE KLEP. DEZE KLEP NIET OPENEN.

ADVARSEL - USYNLIG LASERSTRÅLNING VED ÅBNING. UNDGÅ UDSAETTELSE FOR STRÅLNING.

ADVARSEL. - USYNLIG LASERSTRÅLNING NÅR DEKSEL ÅPNES. UNNGÅ EKSPONERING FOR STRÅLEN.

VARNING - OSYNLIG LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPEN. STRÅLEN ÄR FARLIG.

VAROITUS - NÄKYMÄTÖNTÄ LASERSÄTEILYÄ AVATTAESSA. VARO SUORAA ALTISTUMISTA SÄTEELLE.

注 意 - 严禁揭开此盖, 以免激光泄露灼伤

주 의 - 이 덮개를 열면 레이저광에 노출될 수 있으므로 주의하십시오.

Ozone Safety

During normal operation, this product produces ozone. The ozone produced does not present a hazard to the operator. However, it is advisable that the product be operated in a well ventilated area.

If you need additional information about ozone, please request your nearest Samsung dealer.

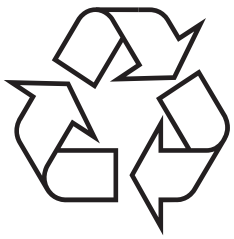
Power Saver

This product contains advanced energy conservation technology that reduces power consumption when it is not in active use.

When the product does not receive data for an extended period of time, power consumption is automatically lowered.

The energy star emblem does not represent EPA endorsement of any product or service.

Recycling



Please recycle or dispose of the packaging material for this product in an environmentally responsible manner.

Radio Frequency Emissions

FCC Information to the User

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Canadian Radio Interference Regulations

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus as set out in the interference-causing equipment standard entitled "Digital Apparatus", ICES-003 of the Industry and Science Canada.

Cet appareil numérique respecte les limites de bruits radioélectriques applicables aux appareils numériques de Classe A prescrites dans la norme sur le matériel brouilleur: "Appareils Numériques", ICES-003 édictée par l'Industrie et Sciences Canada.

Fax Branding

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone facsimile machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission the following information:

(1) the date and time of transmission

(2) identification of either business, business entity or individual sending the message; and

(3) telephone number of either the sending machine, business, business entity or individual.

Refer to the Facsimile User's Guide for instructions on how to enter this information into your product's memory.

The Telephone Company may make changes in its communications facilities, equipment operations, or procedures where such action is reasonably required in the operation of its business and is not inconsistent with the rules and regulations in FCC Part 68. If such changes can be reasonably expected to render any customer terminal equipment incompatible with telephone company communications facilities, or require modification or alteration of such terminal equipment, or otherwise materially

affect its use or performance, the customer shall be given adequate notice in writing, to allow the customer an opportunity to maintain uninterrupted service.

Ringer Equivalence Number

The Ringer Equivalence Number and FCC Registration Number for this product may be found on the label located on the bottom or rear of the product. In some instances you may need to provide these numbers to the telephone company.

The Ringer Equivalence Number (REN) is a measure of the electrical load placed on the telephone line, and is useful for determining whether you have "overloaded" the line. Installing several types of equipment on the same telephone line may result in problems making and receiving telephone calls, especially ringing when your line is called. The sum of all Ringer Equivalence Numbers of the equipment on your telephone line should be less than five in order to assure proper service from the telephone company. In some cases, a sum of five may not be usable on your line. If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network.

WARNING:

FCC Regulations state that changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment. In the event that terminal equipment causes harm to the telephone network, the telephone company should notify the customer that service may be stopped. However, where prior notice is impractical, the company may temporarily cease service, providing that they:

a) Promptly notify the customer.

b) Give the customer an opportunity to correct the equipment problem.

c) Inform the customer of the right to bring a complaint to the Federal Communication Commission pursuant to procedures set out in FCC Rules and Regulations Subpart E of Part 68.

You should also know that:

- Your product is not designed to be connected to a digital PBX system.
- If you intend to use a computer modem or fax modem on the same phone line as your product, you may experience transmission and reception problems with all the equipment. It is recommended that no other equipment, except for a regular telephone, share the line with your product.
- If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for both the power and the telephone lines. Surge protectors can be purchased from your dealer or telephone and electronic specialty stores.
- When programming emergency numbers and/or making test calls to emergency numbers, use a non-emergency number to advise the emergency service dispatcher of your intentions. The dispatcher will give you further instructions on how to actually test the emergency number.

- This product may not be used on coin service or party lines.
- This product provides magnetic coupling to hearing aids.
- You may safely connect this equipment to the telephone network by means of a standard modular jack, USOC RJ-11C.

Declaration of Conformity (European Countries)

Approvals and Certifications

The CE marking applied to this product symbolises Samsung Electronics Co., Ltd. Declaration of Conformity with the following applicable 93/68/EEC Directives of the European Union as of the dates indicated:

January 1, 1995: Council Directive 73/23/EEC Approximation of the laws of the member states related to low voltage equipment.

January 1, 1996: Council Directive 89/336/EEC (92/31/EEC), approximation of the laws of the Member States related to electromagnetic compatibility.

March 9, 1999: Council Directive 1999/5/EC on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

A full declaration, defining the relevant Directives and referenced standards can be obtained from your Samsung Electronics Co., Ltd. representative.

EC Certification

Certification to 1999/5/EC Radio Equipment & Telecommunications Terminal Equipment Directive (FAX)

This Samsung product has been self-certified by Samsung for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC. The product has been designed to work with the national PSTNs and compatible PBXs of the European countries:

In the event of problems, you should contact the Euro QA Lab of Samsung Electronics Co., Ltd. in the first instance.

The product has been tested against TBR21. To assist in the use and application of terminal equipment which complies with this standard, the European Telecommunication Standards Institute (ETSI) has issued an advisory document (EG 201 121) which contains notes and additional requirements to ensure network compatibility of TBR21 terminals. The product has been designed against, and is fully compliant with, all of the relevant advisory notes contained in this document.

Replacing the Fitted Plug (for UK Only)

IMPORTANT

The mains lead for this machine is fitted with a standard (BS 1363) 13 amp plug and has a 13 amp fuse. When you change or examine the fuse, you must re-fit the correct 13 amp fuse. You then need to replace the fuse cover. If you have lost the fuse cover, do not use the plug until you have another fuse cover.

Please contact the outlet you purchased the machine from.

The 13 amp plug is the most widely used type in the UK and should be suitable. However, some buildings (mainly old ones) do not have normal 13 amp plug socket. You will need to buy a suitable plug adaptor. Do not remove the moulded plug.

WARNING

If you cut off the moulded plug, dispose of it immediately.
You cannot rewire the plug and you may receive an electric shock if you plug it into a socket.

IMPORTANT WARNING: You must earth this machine.

The wires in the mains lead have the following colour code:

- Green and Yellow: Earth
- Blue: Neutral
- Brown: Live

If the wires in the mains lead do not match the colours marked in your plug, do the following:

You must connect the green and yellow wire to the pin marked by the letter `E', or by the safety `Earth symbol' or coloured green and yellow or green.

You must connect the blue wire to the pin which is marked with the letter `N' or coloured black.

You must connect the brown wire to the pin which is marked with the letter `L' or coloured red.

You must have a 13 amp fuse in the plug, adaptor, or at the distribution board.

SAMSUNG ELECTRONICS

EU Declaration of Conformity (RTTE)

We, Samsung Electronics Co, Ltd.

of Samsung Electronics Co.,Ltd. #259. GongDan-Dong,Gumi-City, Kyung-Buk, KOREA 730-030

(factory name, address)

declare under our sole responsibility that the product

Multi-function Printer
model "Workcentre M20i, Workcentre M20, Copycentre C20, SCX-6520FN, SCX-6320F, SCX-6220 SCX-6120"

to which this declaration relates is in conformity with

RTTE Directive 1999/5/EC (Annex II)
Low Voltage Directive 73/23/EEC
EMC Directive 89/336/EEC:92/31/EEC

By application of the following standards

RTTE : TBR 21, EG 201 121 V1.1.3(2000-02)

LVD : EN 60950-1:2001

EMC : EN55022:1998, EN55024:1998 + A1:2001, EN61000-3-2:2000, EN61000-3-3:1995 + A1:2001

(Manufacturer)

Samsung Electronics co.,ltd
#259,KongDan-Dong,GuMi-City
KyungBuk, Korea 730-030

2004-05-11
(place and date of issue)

Whan-Soon Yim / General Manager
(name and signature of authorized person)

(Representative in the EU)

Samsung Electronics Euro QA Lab.
Blackbushe Business Park
Saxony Way, Yateley, Hampshire
GU46 6GG, UK

2004-05-11
(place and date of issue)

In-Seop Lee / Manager
(name and signature of authorized person)

NOTE: Any queries, problems or requests for accessories/Information as well as service should be directed at the address shown in your warranty paperwork.

Differences Between British and American English

British English	American English
(Re)dialling	(Re)dialing
Colour	Color
Emphasise	Emphasize
Recognise	Recognize
Organise	Organize
Authorise	Authorize
Cancelling	Canceling
Customise	Customize
Grey	Gray

1 GETTING STARTED

Thank you for purchasing Samsung multifunctional product. This machine provides printing, copying, scanning, faxing(SCX-6320F only), and e-mailing(SCX-6320F only) functions!

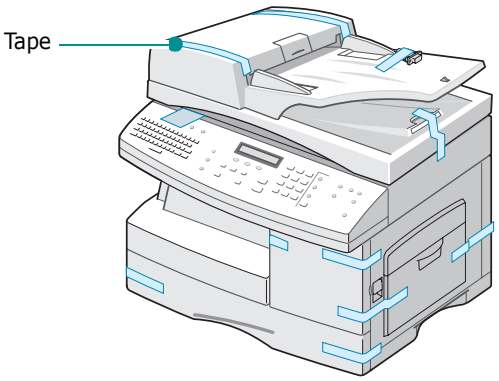
This chapter provides step-by-step instructions on setting up the machine, and installing the software.

This chapter includes:

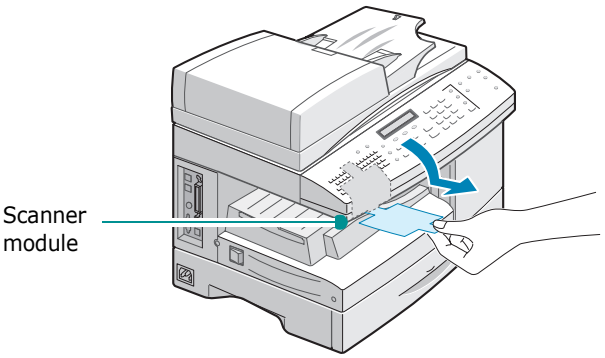
- **Unpacking**
- **Component Location**
- **Control Panel Functions**
- **Making Connections**
- **Installing the Drum and Toner Cartridges**
- **Turning the Machine On**
- **Loading Paper**
- **Setting the Paper Size and Type**
- **Changing the Display Language**
- **Using Save Modes**
- **Setting the Localization**

Unpacking

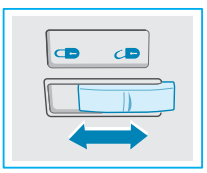
1 Remove the shipping tape from the front, back, and sides of the machine.



2 Remove the label completely from the scanner module by pulling it straight out, away from the unit. The scan unlock switch automatically moves to the unlock position ( ).

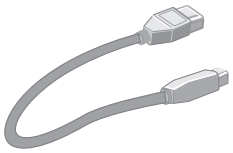


NOTE: To scan or copy a document, the switch must be on that position. When you are moving the machine or do not intend to use it for a long time, push the switch to the lock position ( ).

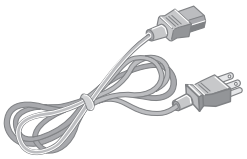


3 Pull open the paper Tray and remove the packing material from the paper Tray.

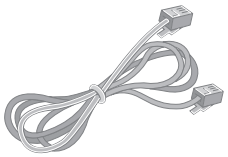
4 Ensure that you have the following:



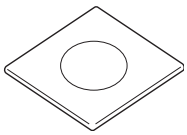
USB Cable



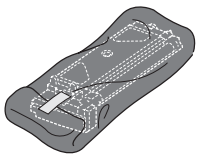
AC Power Cord*



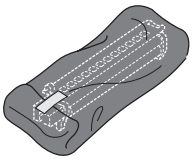
Telephone Line Cord*
(Only for SCX-6320F)



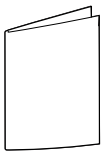
CD-ROM†



Starter Toner Cartridge



Drum Cartridge



Quick install Guide

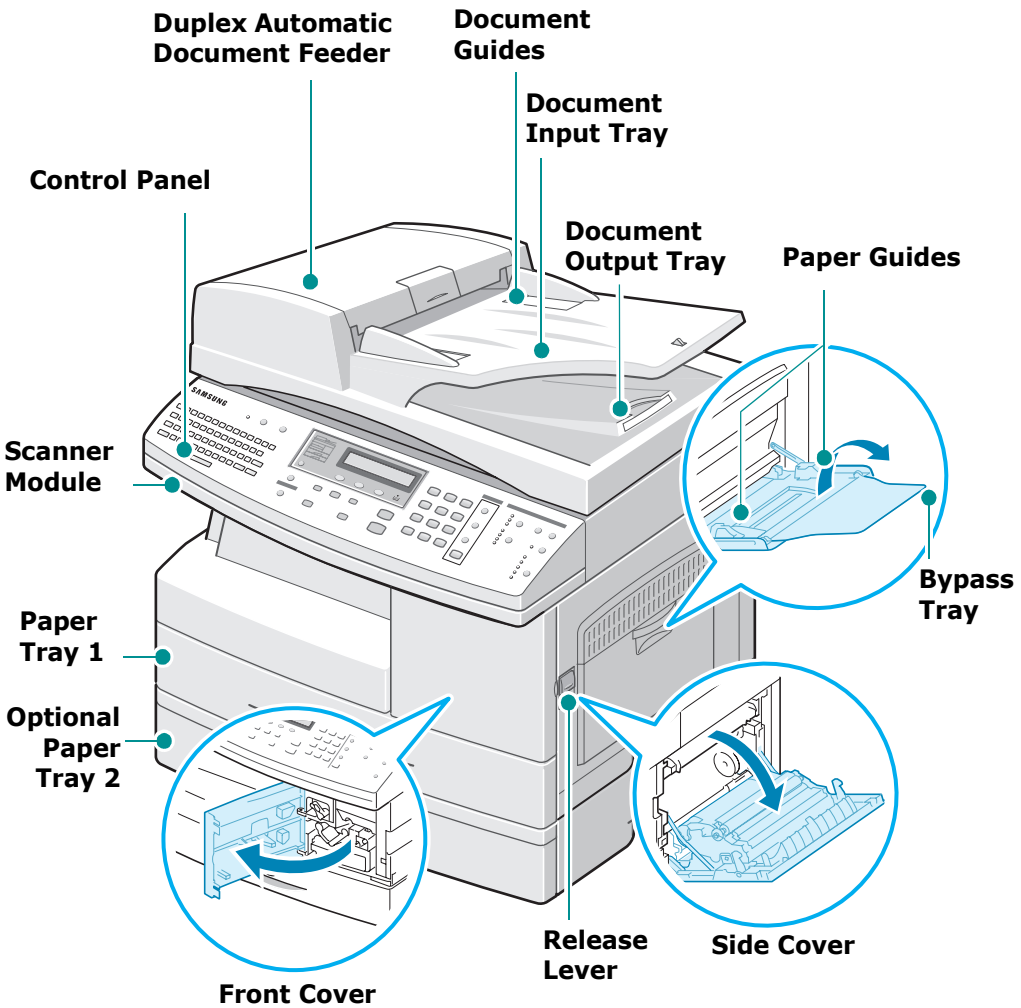
*. The appearance of the power cord and the telephone line cord vary according to countries.
†. The CD-ROM contains the MFP driver, SmarThru software, the user's guides and the Adobe Acrobat Reader program.

NOTE: You can purchase and install an optional Network Print Server. For details, see Appendix D, "Installing Options."

Component Location

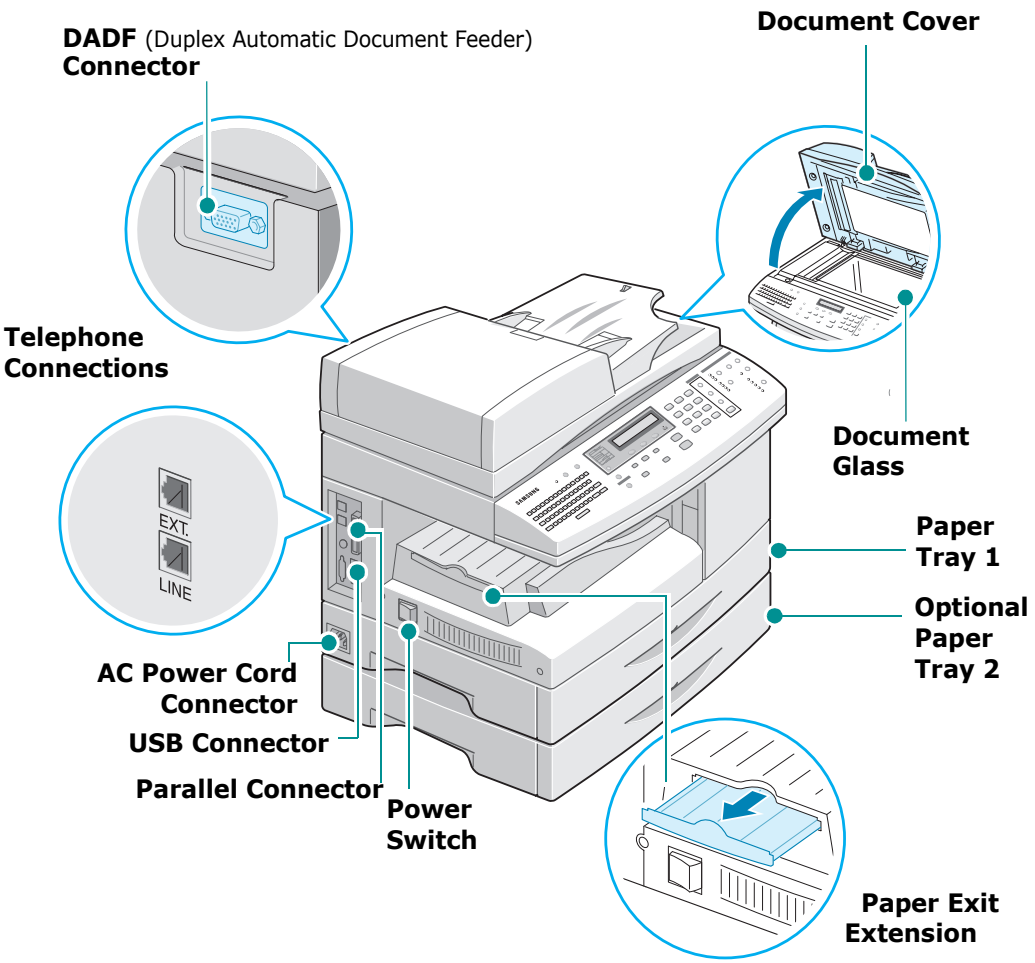
Take a moment to familiarize yourself with the main components of your machine.

Front View



*The figure above shows a SCX-6320F with optional tray 2.

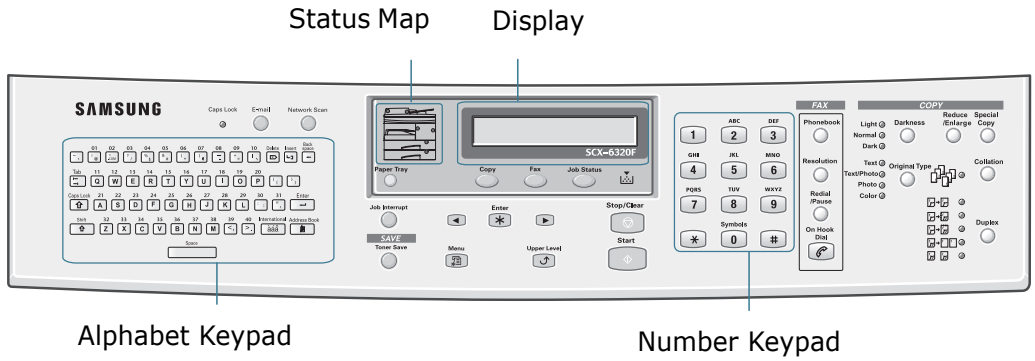
Rear View



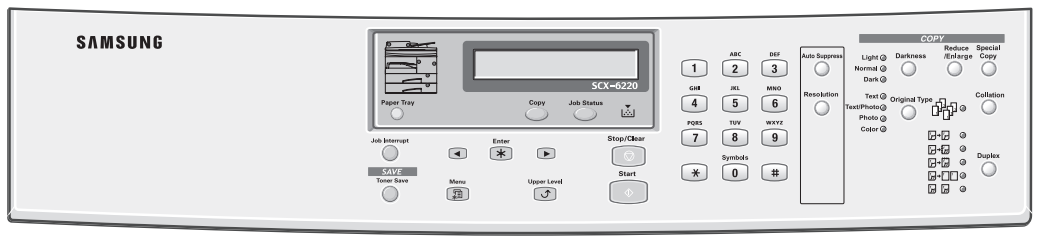
*The figure above shows a SCX-6320F with optional tray 2.

Control Panel Functions

SCX-6320F



SCX-6220



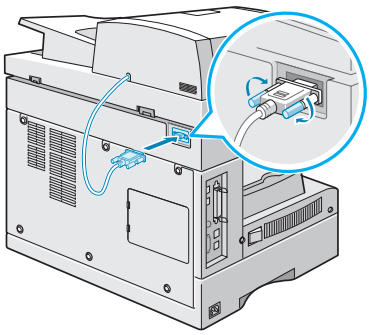
1 EMAIL	E-mail	Selects the E-mail mode to activate.
	Network Scan	Selects the Network Scan mode to activate.
	Alphabet keypad	Used to enter characters in E-mail mode. Used to store frequently dialled fax number and dial them with a touch of the buttons.
	Address Book	Used to store and send addresses.
2	Status Map	When an error occurs, the light on the corresponding location on the Status map turns on, as well as the error indicator, and the error message appears on the display so that you can locate the error. For details on the meaning of the error messages, see page 8.13.
	Display	Displays the current status and prompts during operation.

2		Used to select a paper supply source between Tray and Bypass in Copy or Fax mode.
		Selects the Copy mode to activate.
		Selects the Fax mode to activate.
		Shows the current job.
		Turns on when the toner cartridge is empty.
		Used to interrupt the network or PC printing process or the portion of the copying process.
3		Allows you to save on toner by using less toner to print a document.
4		Enters Menu mode and scrolls through the menus available.
		Sends you back to the previous menu level or exits the menu.
		Confirms the selection on the display.
		Scrolls though the menu items and the options available for the selected menu item.
		Used to activate the job.
		Used to stop an operation at any time. Used to return to Standby mode.
5	Number Keypad	Used to dial a number or enter alphanumeric characters.
6 FAX		Allows you to store frequently-dialed fax numbers using a one, two or three-digit speed dial or group number for automatic dialling and edit the stored numbers. Allows you to print a Phonebook list.
		Used to adjusts the resolution of the current fax job documents.
		Used to redial the last phone number called or to add a pause when storing a number in the dial directory.
		Used to dial a fax number manually.

7 COPY	Darkness	Used to adjust contrast level prior to copying, Faxing or scanning.
	Reduce /Enlarge	Used to adjust copy size from 25% to 400% when using the Document Glass, and 25% to 100% using the DADF.
	Duplex	Used to make two-sided copies in Copy mode.
	Collation	Used to produce collated copies in Copy mode.
	Original Type	Used to use select the original type of original being scanned.
	Special Copy	Used to use special copy features like Clone, Auto fit, 2 Up, Poster and ID card.
	Auto Suppress	Used to copy an original without its background image.

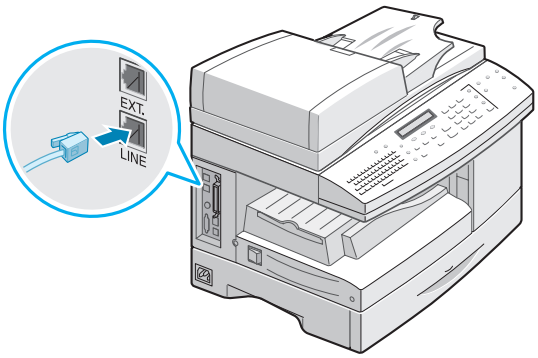
Making Connections

1 Connect the DADF (Duplex Automatic Document Feeder) cord to this port and fasten the side screws.



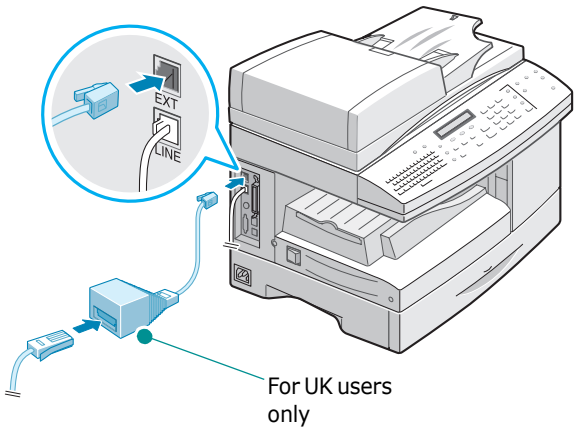
NOTE: Without connecting the cord to the port, you cannot use the DADF.

2 (Only for SCX-6320F)Connect the supplied telephone line to the **LINE** jack and the other end to the wall jack.



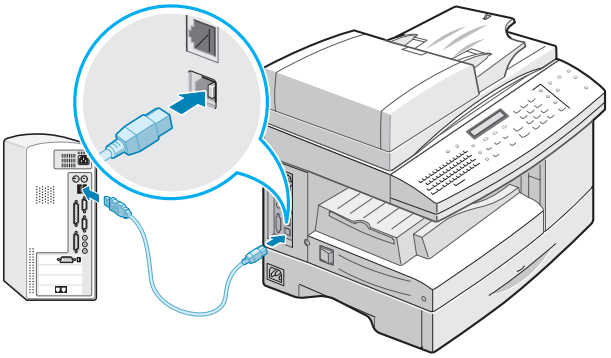
If you want to use your machine for receiving both faxes and voice calls, you will need to connect a telephone and/or answering machine to your machine.

Plug the cord of your extension phone or answering machine into the **EXT.** jack.

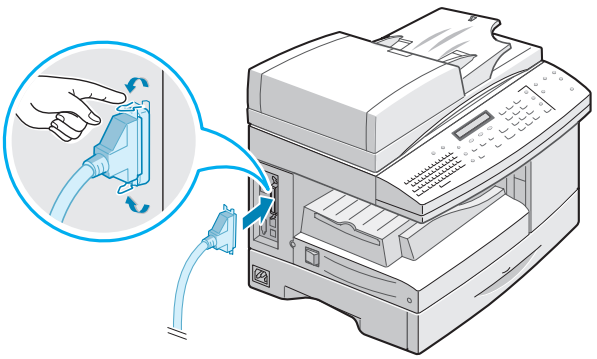


NOTE: You should use the telephone line cord which is supplied with your machine. If you are replacing it with another vendor's, it should be AWG #26 or lower gage.

3 Connect the USB cable which came with your machine.



If you want to use a parallel printer cable, only use a IEEE-1284 compliant cable and connect it to the parallel connector on your machine.

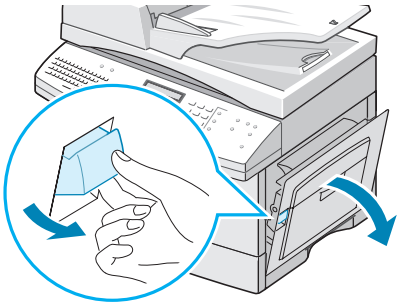


NOTES:

- To connect the machine to the parallel port of the computer requires a certified parallel cable.
  You will need to buy the a IEEE1284 compliant cable.
- You only need to connect one of the above cables.
- If you are using a USB cable, you must be running Windows 98/Me/2000/XP.
- When using the a USB connection, your machine provides two USB modes; Fast and Slow. Fast is the default mode. Some PC user may experience poor USB function in the default mode. If this occurs, select the Slow mode to achieve successful results. For details on changing the USB mode, see page 8.23.

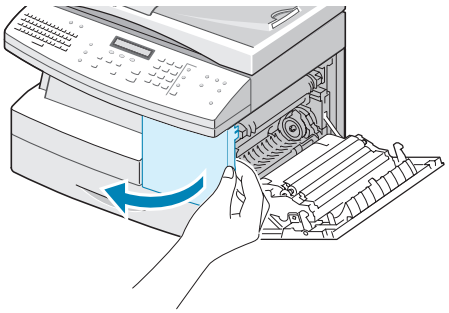
Installing the Drum and Toner Cartridges

1 Pull the release lever to open the side cover.

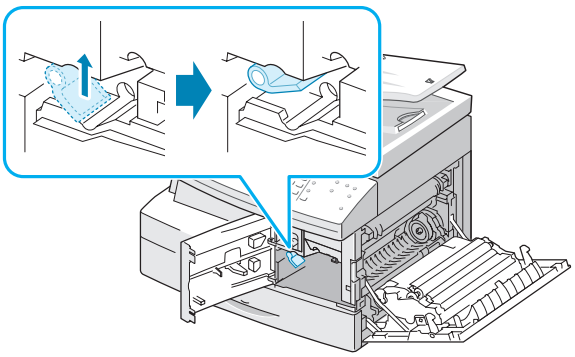


CAUTION: Ensure that the side cover is always open before opening the front cover.

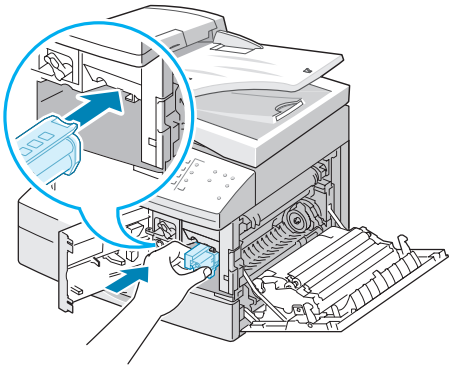
2 Open the front cover.



3 If the cartridge locking lever is on the lower position, turn the lever upward until it locks into place.

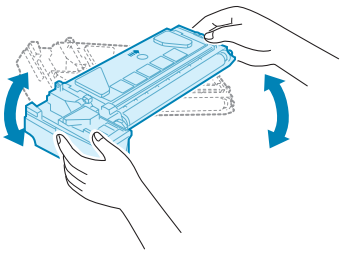


4 Remove the drum cartridge from its bag and slide it into the machine firmly until it locks into place completely.

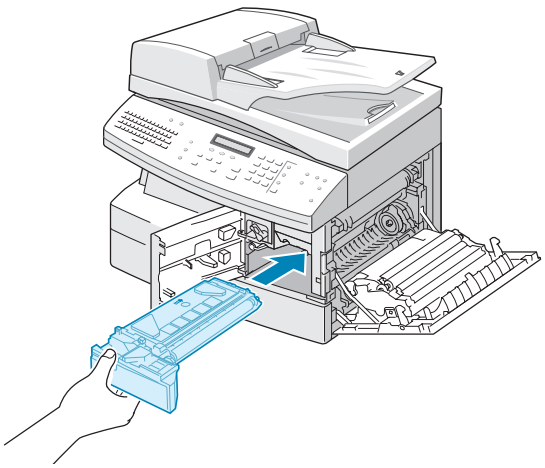


5 Remove the starter toner cartridge from its bag.

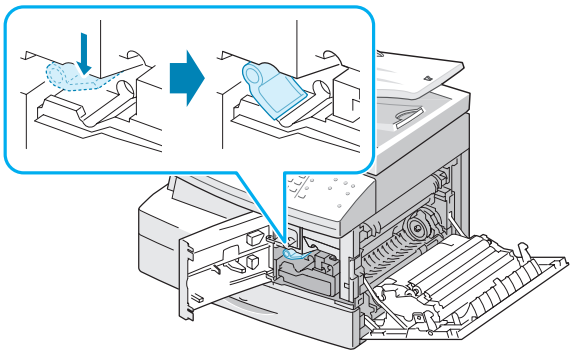
Gently shake the cartridge to loosen the toner. Thoroughly shaking the cartridge will assure maximum copies per cartridge.



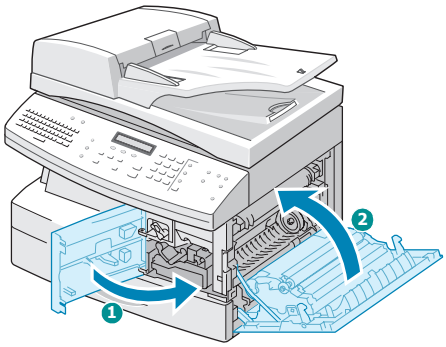
6 Slide the toner cartridge into the machine aligning the cartridge to the left of the slot until it locks into place completely.



7 Turn the cartridge locking lever downwards until it locks into place.



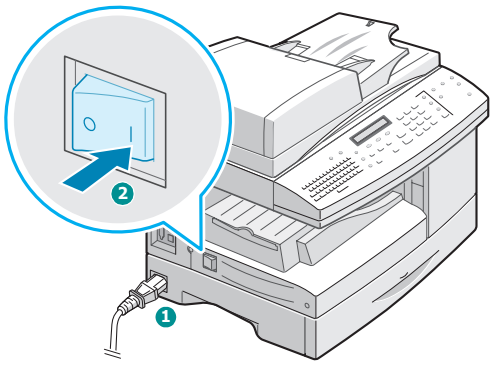
8 Close the front cover ❶ and then side cover ❷ .



NOTE: When the drum or toner cartridge need to be replaced, the indicator turns on and the display indicates the corresponding message. Refer to the list of error messages on page 8.13. To replace the drum and toner cartridges, see page 7.7 and page 7.3 respectively.

Turning the Machine On

1 Plug one end of the supplied three-wire electrical grounding type cord into the AC socket on the machine and the other end into a properly grounded AC outlet.



2 Turn on the power switch. "Warming Up Please Wait" appears on the display indicating that the machine now is on.

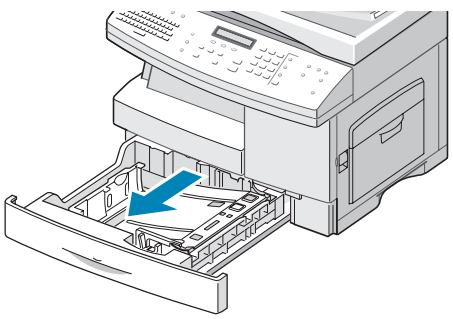
To view your display text in another language, see page 1.17.

NOTE: Power cord must be plugged into a grounded power socket.

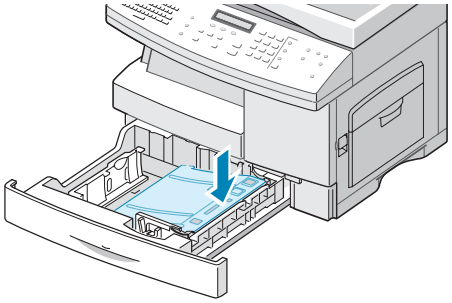
Loading Paper

The paper Tray can hold a maximum of 550 sheets of 20lb plain paper. For copying or faxing, you can use A4-, letter-, or legal-size paper only.

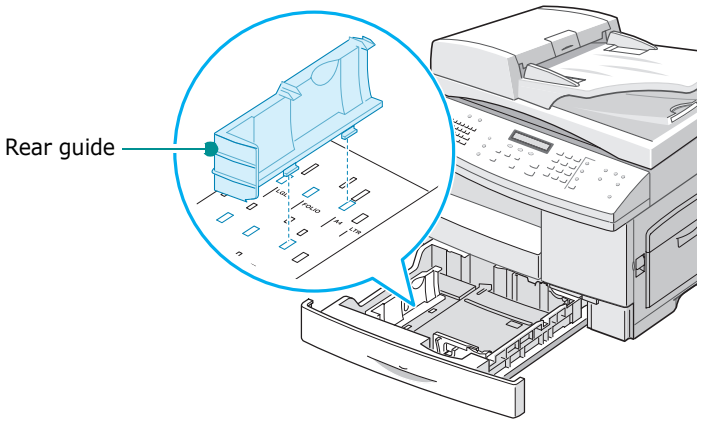
1 Pull open the paper Tray.



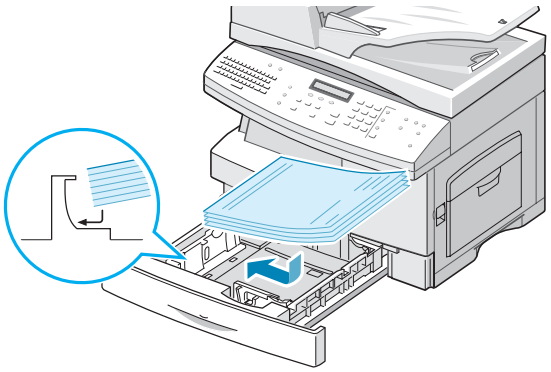
2 Push down on the pressure plate until it locks in position.



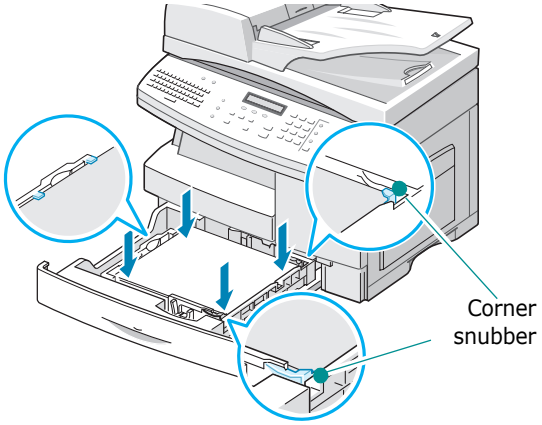
3 Adjust the rear paper guide to the desired paper length. It is preset to Letter or A4 size depending on the country. To load another size, lift and insert the rear guide into the corresponding position.



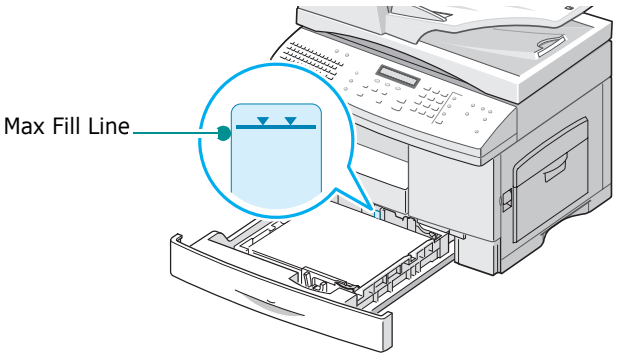
4 Fan the paper and insert it into the Tray.



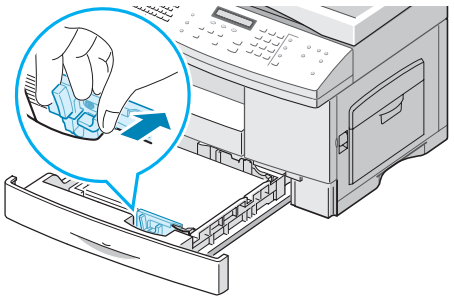
5 Ensure that the paper corners are under the corner snubbers.



Do not fill above the max fill line.



6 While pinching the side guide as shown, move it toward the stack of paper until it lightly touches the side of the stack. Do not press the guide too tightly to the edge of the paper; the guide may bend the paper.



7 Close the paper Tray.

Setting the Paper Size and Type

After loading paper in the paper Tray, you need to set the paper size and type using the control panel buttons. These settings will apply to the Copy mode only. In the PC printing mode, you have to select the paper size in the application program you use.

1. Press **Menu** from the Control Panel.

   The first menu, "Paper Setting", appears on the top line of the display.

2. Press the scroll buttons to display "Paper Size" on the bottom line of the display and press **Enter** to enter the selected menu.

3. Press the scroll buttons to display "Tray Paper" and press **Enter**.

4. Press the scroll buttons to find the paper size you are using, and press **Enter** to save the selection.

5. To return to step 2, press **Upper Level**.

6. Select the scroll buttons to display "Paper Type" and press **Enter**.

7. Press the scroll buttons to display "Tray Paper" and press **Enter**.

8. Press the scroll buttons to find the paper type you are using, and press **Enter** to save the selection.

9. To return to Standby mode, press **Stop/Clear**.

Changing the Display Language

To change the language that is displayed on the LCD display, take the following steps:

1. Press **Menu** until "Machine Setup" appears on the top line of the display.

2 Press the scroll buttons until "Language" appears on the bottom line of the display and then press **Enter**.

3 Press the scroll buttons until you see the language you want on the display.

4 Press **Enter** to save the selection.

5 To return to Standby mode, press **Stop/Clear**.

Using Save Modes

Toner Save Mode

The Toner Save feature allows the printer to use less toner on each page. Activating this mode extends the life of the toner cartridges up to twice as long as in normal mode, but reduces the print quality.

To turn the Toner Save Mode on or off, press **Toner Save**.

- If the button backlight is on, the mode is active and the machine uses less toner when printing a document.
- If the button backlight is off, the mode is deactivated and the machine prints with the normal quality.

NOTE: For PC-printing, you can also turn on or off the toner save mode in the printer properties, See page 5.12.

Power Save

The Power Save Mode allows your machine to reduce power consumption when it is not in actual use. You can turn this mode on by selecting the length of time for which the machine waits after a job is printed before it switches to a reduced power state.

1 Press **Menu** until "Machine Setup" appears on the top line of the display.

2 Press the scroll buttons until "Power Save" appears on the bottom line of the display and then press **Enter**.

3 Press the scroll buttons to display "On" on the bottom line and press **Enter**.

Selecting "Off" means that the power save mode turns off.

4 Press the scroll buttons until the time settings you want appears.

The available options are 5, 10, 15, 30 and 45 (minutes).

5 Press **Enter** to save the selection.

6 To return to Standby mode, press **Stop/Clear**.

CCD Power Save Mode

The scan lamp under the document glass automatically turns off when it is not in actual use to reduce power consumption and extend the lamp life. The lamp automatically wakes up after some warm-up time when you start scanning.

You can set the length of time for which the scan lamp waits after a scan job is completed before it switches to the power save mode.

1 Press **Menu** until "Machine Setup" appears on the top line of the display.

2 Press the scroll buttons until "CCD Power Save" appears on the bottom line of the display and then press **Enter**.

3 Press the scroll buttons until the time settings you want appears.

The available options are 1, 4, 8 and 12 (hours).

4 Press **Enter** to save the selection.

5 To return to Standby mode, press **Stop/Clear**

Time Out

You can further select the length of time the machine waits after a job is printed before it switches to a reduced power state.

1 Press **Menu** until "Machine Setup" appears on the top line of the display.

2 Press the scroll buttons until "Time Out" appears on the bottom line of the display and then press **Enter**.

3 The current setting appears. Press the scroll buttons until the time settings you want appears.

The available options are 15, 30, 60, 180 and Off (seconds).

4 Press **Enter** to save the selection.

5 To return to Standby mode, press **Stop/Clear**.

Setting the Localization

The Localization feature allows you to select between Inch and MM you will use.

1 Press **Menu** until "Machine Setup" appears on the top line of the display.

2 Press the scroll buttons until "Localization" appears on the bottom line of the display and then press **Enter**.

3 Press the scroll buttons to display "Inch" or "MM" on the bottom line and press **Enter**.

4 To return to Standby mode, press **Stop/Clear**.

2 Installing Software

This chapter provides information about installing the supplied Samsung software. You must install the Samsung software to use your machine as a printer and scanner.

The topics included in this chapter are:

- **About Samsung Software**
- **System Requirements**
- **Installing Samsung Software**
- **Repairing Software**
- **Removing Software**

About Samsung Software

You must install software using the supplied CD-ROM after you have set up your machine and connected it to your computer. The CD-ROM includes:

- Samsung software
- User's Guides
- Adobe Acrobat Reader

The CD-ROM provides you with the following software:

Windows MFP Driver

To use your machine as a printer and scanner in Windows, you must install the MFP driver. For information about installing the MFP driver in Windows, see page 2.4.

Scanner Driver

TWAIN and Windows Image Acquisition (WIA) driver are available for scanning documents on your machine.

SmarThru Software

It is the accompanying Windows-based software for your multifunctional machine. Allows you to edit a scanned image in many ways using a powerful image editor and to send the image by e-mail. You can also open another image editor program installed in your Windows, like Adobe PhotoShop, from SmarThru.

For details, please refer to the onscreen help supplied on the SmarThru program.

Printer Setting Utility

It is automatically installed when you install the MFP driver. For information about using the program, see the Facsimile User's Guide.

System Requirements

Before you begin, ensure that your system meets the minimum requirements.

Supported Operating System

Windows 95 OSR2/Windows 98/Windows 98 SE/Windows Me/ Windows NT 4.0 Workstation or Server with Service Pack 3/ Windows 2000 Professional or Advanced Server/Windows XP Home edition or Professional.

Minimal Requirements

- Disk space: 120 MB for installation
- Memory: 64 MB
- CPU: Pentium II 233 or higher
- Required software: Internet Explorer 4.01.

Recommended

- Disk space: 220 MB for installation
- Memory: 128 MB
- CPU: Pentium II 400 or higher
- Required software: Internet Explorer 5.5

NOTES: For Windows NT 4.0/2000/XP, the system administrator should install the software.

Installing Samsung Software

NOTES:

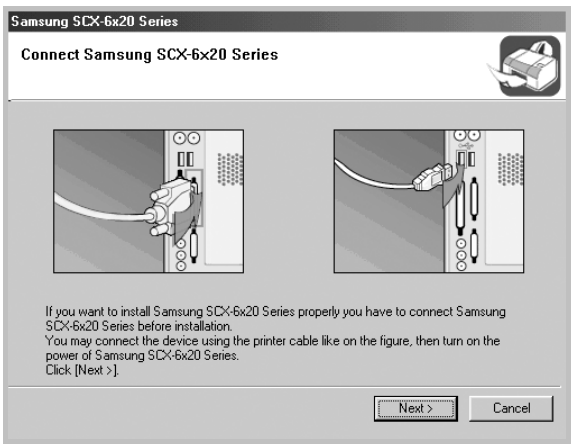
- For Windows 95/98/Me/NT 4.0/2000/XP users, cancel the "Found New Hardware Wizard" screen when the computer boots up.
- Make sure that your machine is plugged in and connected to your computer's parallel port or USB port **before installing software** from the CD. Windows 95 and Windows NT 4.0 do not support USB connection.

1 Insert the supplied CD-ROM into your CD-ROM drive.

The CD-ROM should automatically run and the opening window appear.

If the installation window does not appear, click **Start**, and then **Run**. Type **X:Setup.exe**, replacing "**X**" with the letter of your drive, and click **OK**.

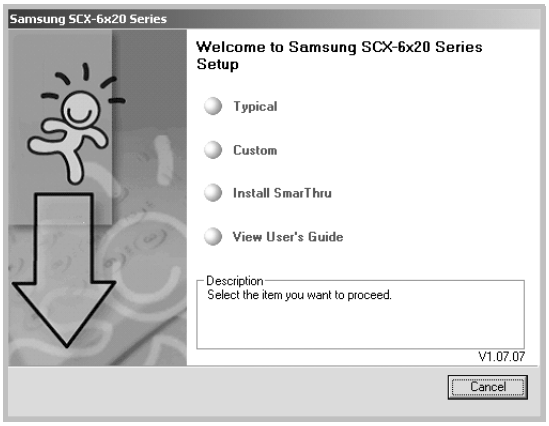
2 If the following window opens, connect your machine to the computer and turn the printer on. Then click **Next**.


Samsung SCX-6x20 Series
Connect Samsung SCX-6x20 Series
If you want to install Samsung SCX-6x20 Series properly you have to connect Samsung SCX-6x20 Series before installation.
You may connect the device using the printer cable like on the figure, then turn on the power of Samsung SCX-6x20 Series.
Click [Next >].
Next >
Cancel

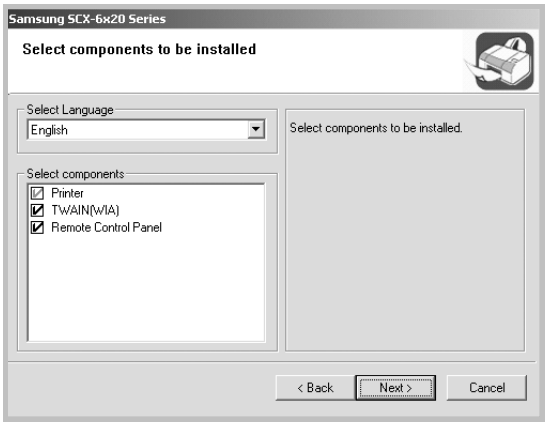
If the machine is already connected and turned on, this screen does not appear. Skip to the next step.

NOTE: If you click **Next** and the machine is not connected to the machine, an alert message window appears. After connecting the machine and turning it on, click **Yes**. Or, if you want to install the software without the machine, Click **No**.

3 Choose the installation type and click **Next**.



- **Typical:** Program will be installed with the most common options and is recommended for most users.
- **Custom:** Allows you to choose the language of the software and the components you want to install. After selecting the language and the component(s), click **Next**.



- Printer: to print in PCL 6 mode.
- TWAIN(WIA): to use the scan feature.
- Remote Control Panel: to use the remote control panel.

- **Install SmarThru:** Installs the SmarThru program. If you select to install SmarThru on this screen, follow from step 3 on page 2.7.
- **View User's Guide**: Allows you to view this User's Guide. If your computer does not have Adobe Acrobat, click on this option and it will automatically install Adobe Acrobat Reader for you.

4 Installation is started.

5 After the installation is finished, the window asking you to print a test page appears. If you choose to print a test page, select the check box and click **Next**.

Otherwise, skip to step 7.

6 When the test page prints out correctly, click **YES**.

If not, click **NO** to reprint it.

7 To register yourself as a user of a Samsung Printers, select the check box and click **Finish**. You are now accessed to the Samsung web site.

Otherwise, just click **Finish**.

Samsung SCX-6x20 Series
Samsung SCX-6x20 Series Setup Complete
On-line Registration
You will get the opportunity to receive free newsletters with exclusive tips and promotions. Also you will get more customer care.
Would you like to register for the Samsung Printer Membership?
Yes, I'd like to register it.
Setup has finished installing Samsung SCX-6x20 Series on your computer.
Finish

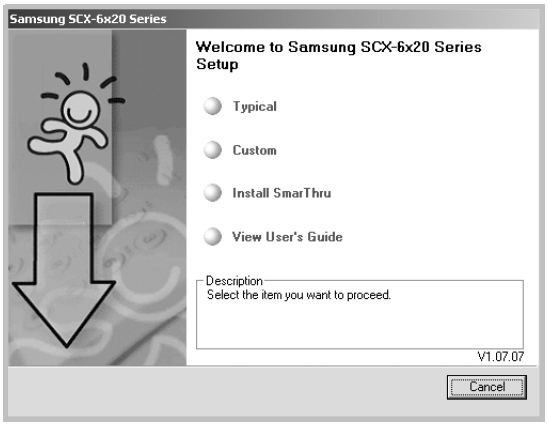
NOTES:

- When you want to use your machine with the parallel cable, remove the USB cable and connect the parallel cable. Then reinstall the printer driver; select **Start** > **Programs** > **Samsung SCX-6x20 Series** > **Maintenance** > **Repair** > **Printer**. If you have replaced the parallel cable with the USB cable, do the same to reinstall the driver.
- If your printer doesn't work properly, reinstall the printer driver.

Installing Samsung SmarThru

1 Insert the supplied CD-ROM into your CD-ROM drive.

2 Click **Install SmarThru**.



3 Click **Next**.

InstallShield Wizard
Welcome to the InstallShield Wizard for SmarThru 4
The InstallShield® Wizard will install SmarThru 4 on your computer. To continue, click Next.
< Back
Next >
Cancel

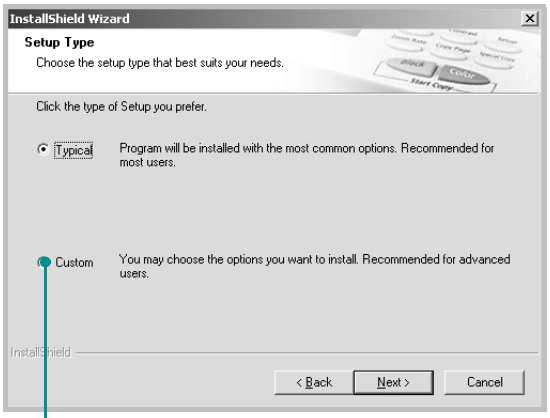
4 Enter user name and company name and click **Next**.

5 Select the installation type and click **Next**.

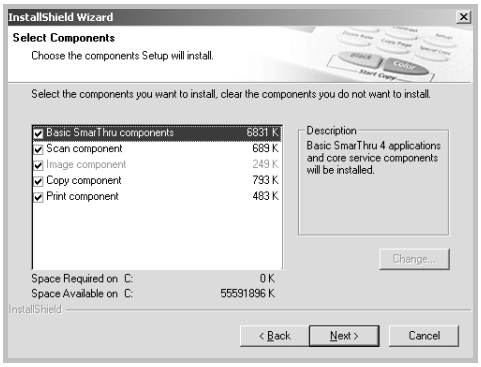
The software installation supports two types of setup:

- **Typical**: Program will be installed with the most common options and is recommended for most users.

- **Custom**: You may choose the options you want to install.


InstallShield Wizard
Setup Type
Choose the setup type that best suits your needs.
Click the type of Setup you prefer.
Typical
Program will be installed with the most common options. Recommended for most users.
Custom
You may choose the options you want to install. Recommended for advanced users.
InstallShield
< Back
Next >
Cancel

If you select the Custom installation, you may choose the components you want to install after selecting the location where you will install your MFP software.


InstallShield Wizard
Select Components
Choose the components Setup will install.
Select the components you want to install, clear the components you do not want to install.
Basic SmarThru components 6831 K
Scan component 689 K
Image component 249 K
Copy component 793 K
Print component 483 K
Description
Basic SmarThru 4 applications and core service components will be installed.
Change...
Space Required on C: 0 K
Space Available on C: 55591896 K
InstallShield
< Back
Next >
Cancel

- **Basic SmarThru components**: to use the basic SmarThru 4 applications and core service.
- **Scan component**: to scan the original document and save it in an application or folder, email it, or publish it on a web site.
- **Image component**: to edit an images you have saved as a graphic file.
- **Copy component**: to produce professional quality copies.
- **Print component**: to print images you have saved.

6 The installation is automatically started. When the installation is finished, click **Finish**.

7 When the installation is complete, shut down and restart your computer.

NOTE: When you install the software, the Digital Signature Not Found window appears in Windows 2000 and Windows XP. Click **OK** in Windows 2000 and click **Continue Anyway** in Windows XP.

Repairing Software

Repairing is required if your installation fails or the software does not work properly. This Repairing procedure does not repair SmarThru software.

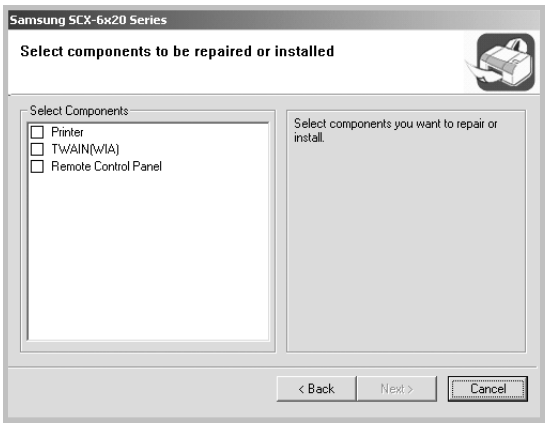
1 You can select **Start** > **Programs** > **Samsung SCX-6x20 Series** > **Maintenance**.

Otherwise, Insert the supplied CD-ROM into your CD-ROM drive.

2 Click **Repair**.

NOTE: If your machine is not connected to the computer, the Connect Samsung SCX-6x20 Series window opens. After connecting the machine, click **Next**.

3 Select the components you want to reinstall and click **Next**.



If you choose to repair the printer software, the window asking you to print a test page appears. Do as follows:

a. To print a test page, select the check box and click **Next**.

b. When the test page prints out correctly, click **YES**. If not, click **NO** to reprint it.

4 When the reinstallation is done, click **Finish**.

Removing Software

Uninstall is required if you are upgrading the software or if your installation fails. You can uninstall the item you want using the Windows uninstallShield.

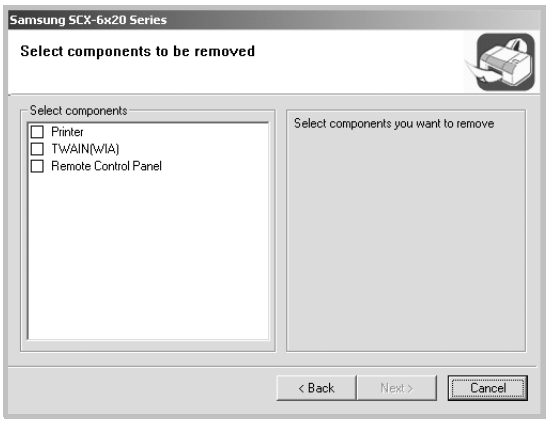
Uninstalling the MFP Driver

1 You can select **Start** > **Programs** > **Samsung SCX-6x20 Series** > **Maintenance**.

Otherwise, Insert the supplied CD-ROM into your CD-ROM drive.

2 Click **Remove**.

Then you will see a component list so that you can remove any of them individually.



If you want to uninstall the printer driver, check **Printer**.

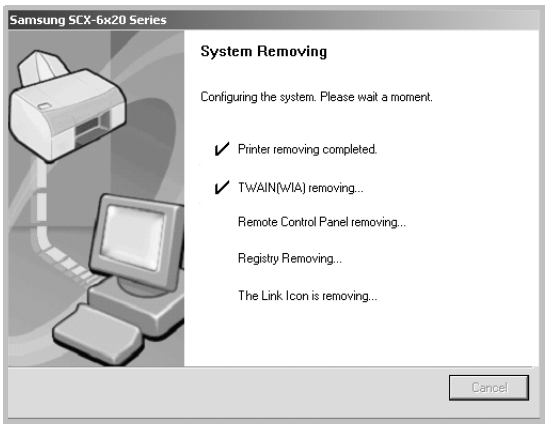
If you want to uninstall the scanner driver, check **TWAIN(WIA)**.

If you want to uninstall the Remote Control Panel, check **Remote Control Panel**.

3 After selecting items you wish to remove, click **Next**.

4 When your computer asks you to confirm your selection, click **Yes**.

The selected driver and all of its components are removed from your computer.



5 When the uninstallation is done, click **Finish**.

Uninstalling Samsung SmarThru

NOTE: Before beginning uninstallation, ensure that all applications are closed on your computer. A system reboot is required after the software is uninstalled.

1 From the **Start** menu, select **Programs**.

2 Select **SmarThru 4**, and then select **Uninstall SmarThru 4**.

3 When your computer asks you to confirm, click **OK**.

4 Click **Finish**.

You may be prompted to restart your computer. In this case you must shut the computer down and then restart it before the changes will be saved.

MEMO

3 PAPER HANDLING

This chapter introduces you to the basics of selecting print media and loading print media into your machine.

This chapter includes:

- **Selecting Print Media**
- **Paper Guidelines**
- **Loading Paper in the Tray**
- **Setting the Paper Size for Copying**

Selecting Print Media

Always use print media that meets the guidelines for use with this machine. Using a print media that is not recommended may cause paper jams or print quality problems.

Media Size Input Sources and Capacities

Media Size(mm/in.)	Input Source/ Capacity[a]	
	Paper Tray	Bypass Tray
Plain paper		
Letter (215.6 x 279/8.5 x 11)	YES/550	YES/100
Legal (215.9 x 355.6/8.5 x 14)	YES/550	YES/100
Executive (184.2 x 266.7/7.25 x 10.5)	NO/0	YES/100
A4 (210 x 297/8.27 x 11.69)	YES/550	YES/100
A5 (148 x 210/5.83 x 8.27)	NO/0	YES/100
B5 (182 x 257/7.2 x 10)	NO/0	YES/100
Folio (215.9 x 330.2/8.5 x 13)	YES/550	YES/100
Envelopes		
No. 10 (104.8 x 241.3/4.12 x 9.5)	NO/0	YES/10
DL (110 x 220/4.33 x 8.66)	NO/0	YES/10
C5 (162 x 229/6.38 x 9.02)	NO/0	YES/10
C6 (114 x 162/4.49 x 6.38)	NO/0	YES/10
B5 (176 x 250/6.93 x 9.84)	NO/0	YES/10
Monarch (98.4 x 190.5/3.87 x 7.5)	NO/0	YES/10
Labels[b]		
Letter (8.5 x 11/8.5 x 11)	NO/0	YES/30
A4 (210 x 297/8.27 x 11.69)	NO/0	YES/30
Transparency films[b]		
Letter (215.9 x 279/8.5 x 11)	NO/0	YES/30
A4 (210 x 297/8.27 x 11.69)	NO/0	YES/30
Card stocks[b]		
A6 (105 x 148/4.13 x 5.88)	NO/0	YES/10
Post Card (101.6 x 152.4/4 x 6)	NO/0	YES/10
Hagaki (100 x 148/3.94 x 5.83)	NO/0	YES/10

a. Maximum capacity may be reduced depending on paper thickness.

b. If you are experiencing excessive jamming, feed one sheet at a time through the Bypass Tray.

Paper Guidelines

When selecting or loading paper, envelopes, or other special media, keep these guidelines in mind:

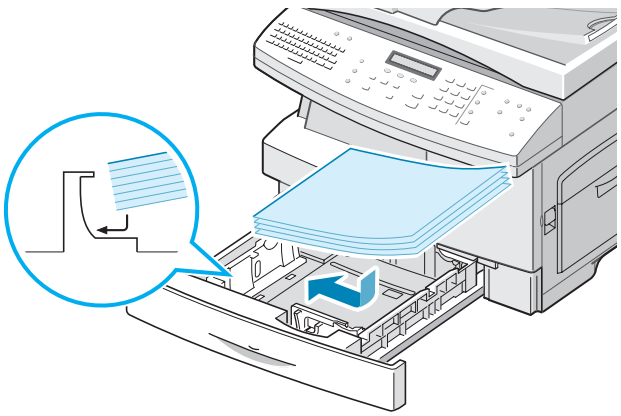
- Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and poor print quality.
- Use only high quality copier grade paper. Avoid paper with embossed lettering, perforations, or texture that is too smooth or too rough.
- Store paper in its ream wrapper until ready to use. Place cartons on pallets or shelves, not on the floor. Do not place heavy objects on top of the paper, whether it is packaged or unpackaged. Keep it away from moisture, or other conditions that can cause it to wrinkle or curl.
- During storage, moisture-proof wrap (any plastic container or bag) should be used to prevent dust and moisture from contaminating your paper.
- Always use paper and other media that conform with the specifications listed under "General Specifications" on page E.2.
- Use only well-constructed envelopes with sharp, well creased folds.
  - DO NOT use envelopes with clasps and snaps.
  - DO NOT use envelopes with windows, coated lining, self-adhesive seals, or other synthetic materials.
  - DO NOT use damaged or poorly made envelopes.
- It is recommended that you feed special paper types one sheet at a time.
- Only use the special media recommended for use in laser printers.
- To prevent special media such as transparencies and label sheets from sticking together, remove them from the exit tray as they are printed.
- Place transparencies on a flat surface after removing them from the machine.
- Do not leave the film in the paper tray for long periods of time. Dust and dirt may accumulate on them resulting in spotty printing.
- To avoid smudging caused by fingerprints, handle transparencies and coated paper carefully.
- To avoid fading, do not expose the printed transparencies to prolonged sunlight.

- Store unused media at temperatures between 59ºF and 86ºF (15ºC to 30ºC). The relative humidity should be between 10% and 70%.
- Do not load more than 10 sheets of special media into the Bypass Tray at a time.
- Verify that your labels' adhesive material can tolerate fusing temperature of 200ºC (392ºF) for 0.1 second.
- Make sure that there is no exposed adhesive material between labels. Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to machine components.
- Do not feed a sheet of labels through the machine more than once. The adhesive backing is designed for one pass through the machine.
- Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged.
- Do not use **Carbonless** paper and **Tracing** paper. Use of these types of paper could result in chemical smells and could damage your machine.

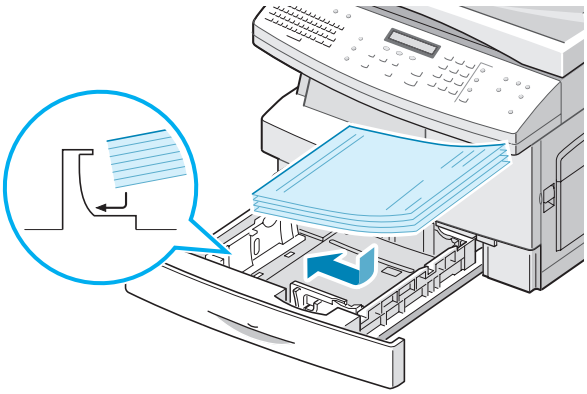
Loading Paper in the Tray

The paper Tray can hold a maximum of 550 sheets of 20lb(75g) plain paper. For copying or faxing, you can use A4-, letter-, or legal-size paper only.

To load paper, pull open the paper Tray and place paper with the side you want to print facing up.



You can load letterhead paper with the design side facing up. The top edge of the sheet with the logo should be placed at the right side.

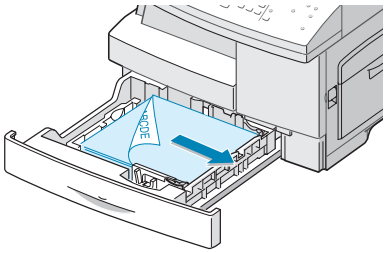


For details on loading paper in the Tray, see page 1.14.

After loading paper in the Tray, you need to set the correct paper size using the control panel buttons. See page 1.17.

NOTES:

- When you print a file from your PC using the paper Tray, make sure that you select the Paper source and the correct paper size from your software application before starting your print job.
- If you experience problem with the paper feed, place the paper in the Bypass Tray.
- You can load up to 300 sheets of previously printed paper. The printed side should be facing down with the uncurled edge at the right side. If you experience problems with the paper feed, turn the paper around. Note that the print quality is not guaranteed.



Using the Bypass Tray

Bypass Tray is located at the right side of your machine. It can be closed when you are not using it, making the machine more compact.

Use the Bypass Tray to print transparencies, labels, envelopes or postcards in addition to making quick runs of paper types or sizes that are not currently loaded in the paper Tray.

Acceptable print media are plain paper with sizes ranging from 98 x 148 mm (3.9 x 5.8 in.) to Legal 216 x 356 mm (8.5 x 14 in.), the largest size acceptable, and weighing between 16lb and 32lb.

The following table summarizes the print media allowed as well as their stacking height limit.

Paper Type	Stacking Height Limit
Plain Paper	100 sheets or 9mm (max)[a]
Envelope	10 envelopes or 9mm (max)[a]
Transparency	30 sheets or 9mm (max)[a]
Label	30 sheets or 9mm (max)[a]
Cardstock	10 sheets or 9mm (max)[a]

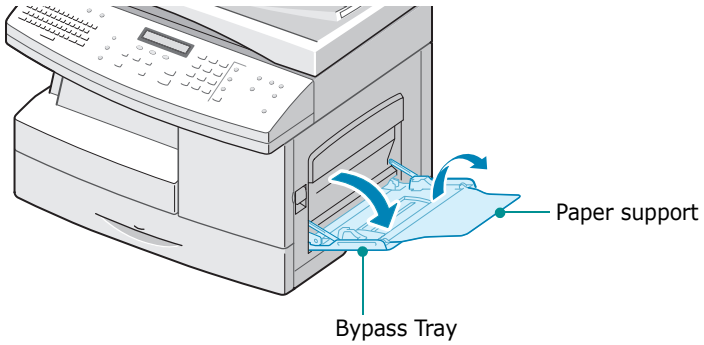
a. The height is measured with the stack of sheets untouched laid on a flat surface.

Notes:

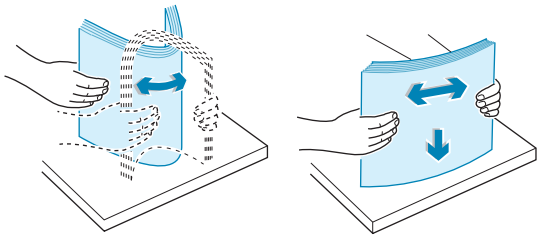
- Always load only use print media specified in Specifications to avoid paper jams and print quality problems.
- Do not hit the Bypass Tray or rest your hands on it; otherwise the tray may be damaged or detached from the machine.
- Flatten any curling on postcards, envelopes, and labels before loading them into the Bypass Tray.

To load print media in the Bypass Tray:

1 Lower the Bypass Tray, located on the right side of the machine. Unfold the paper support extension as shown.

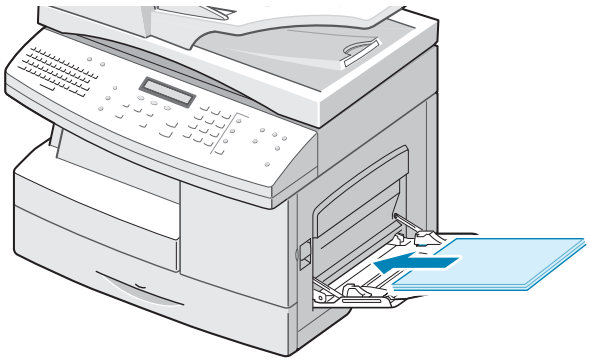


2 Prepare a stack of paper or envelopes for loading by flexing or fanning them back and forth. Straighten the edges on a level surface.

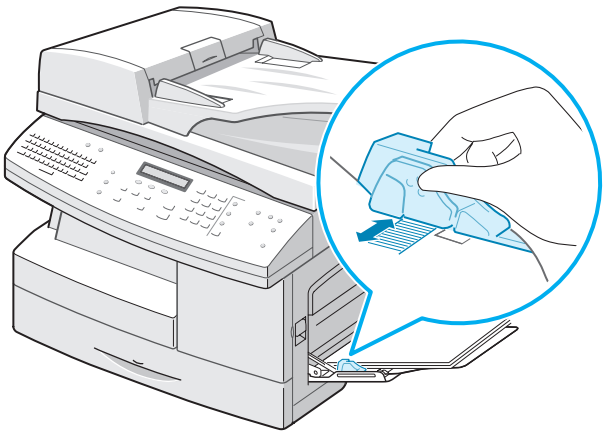


For transparencies, hold the transparencies by the edges and avoid touching the print side. Oils from your fingers that are deposited on the transparency can cause print quality problems. If you are using the transparencies with paper backing, insert a sheet of plain paper on the tray before loading transparencies. Doing so prevents paper jams while feeding.

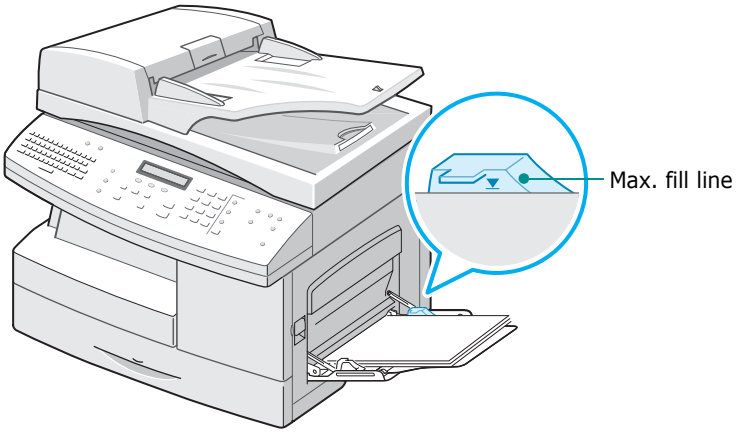
3 Load the print material with the side you want to print facing down and against the right edge of the tray.



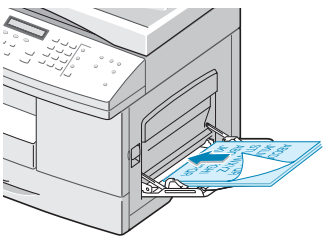
4 Adjust the paper guide to the width of the stack of print material.



Make sure that you have not loaded too much print media. The stack should be under the Max. fill line. The print media buckles if you load a stack that is too deep or if you push it in too far.



NOTES: When printing on previously used paper via the Bypass Tray, the printed side should be facing up with the uncurled edge at the left side. If you experience problems with paper feed, turn the paper around.



Setting the Paper Size for Copying

After loading paper in the paper Tray or the Bypass Tray, you need to set the correct paper size using the control panel buttons. These settings will apply to the Copy mode, and the Fax mode. In PC printing mode, you have to select the paper size in the application program you use.

To set the paper size for Tray, take the following steps:

1. Press **Menu** from the one-touch dial keypad.

   The first menu, "Paper Setting", appears on the top line of the display.

2. Select the scroll buttons to display "Paper Size" on the bottom line of the and press **Enter** to enter the selected menu.

3. Press the scroll buttons to display "MP Tray Paper" and press **Enter**.

4. Press the scroll buttons to find the paper size you are using, and press **Enter** to save the selection.

5. To return to step 2, press **Upper Level**.

6. Select the scroll buttons to display "Paper Type" and press **Enter**.

7. Press the scroll buttons to display "MP Tray Paper" and press **Enter**.

8. Press the scroll buttons to find the paper type you are using, and press **Enter** to save the selection.

9. To return to Standby mode, press **Stop/Clear**.

MEMO

4 COPYING

This chapter provides step-by-step instructions for copying documents.

This chapter includes:

- **Loading Paper for Copy Output**
- **Selecting a Paper Tray**
- **Making Copies from the Duplex Automatic Document Feeder**
- **Making Copies using the Document Glass**
- **Setting Copy Options**
- **Using Copy Menu Features**
- **Using Special Copying Features**
- **Using Interrupt**
- **Monitoring a Dual Job Status**

Loading Paper for Copy Output

You can copy to a size of media as small as an index card 98 x 148 mm (3.9 x 5.8 in.) or as large as a sheet of legal-sized 216 x 356 mm (8.5 x 14 in.) paper.

The instructions for loading the print media are the same whether you are printing, faxing, or copying. For details, see page 1.14 and page 3.4.

Selecting a Paper Tray

After loading the print media for use when copying, you have to select the paper tray you will use for copy job.

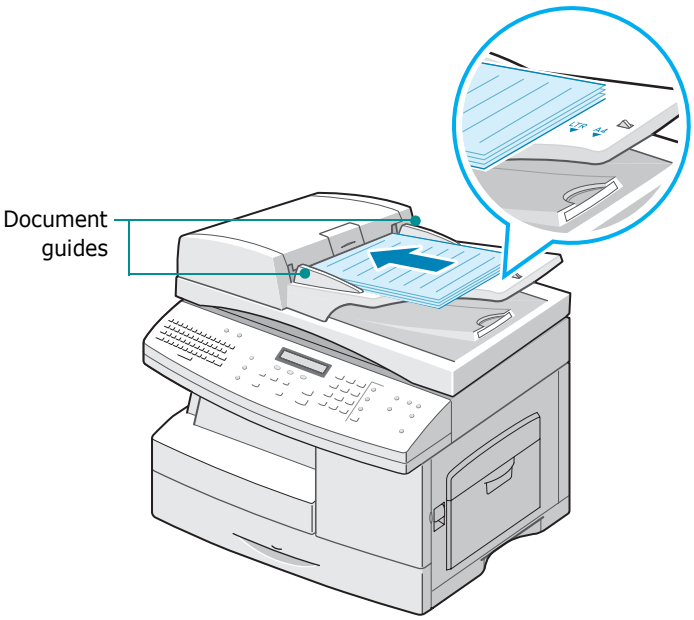
1. Press **Paper Tray**.
2. Select the paper tray by pressing **Paper Tray** repeatedly then the corresponding paper tray green LED on the control panel will light.
3. If you selected Bypass Tray at the step 2, the display prompts you to select the "Paper Type" for the bypass tray.

   Use the scroll buttons to select the paper type you are using in the Bypass Tray.
4. Press **Enter** to save the selection.

Making Copies from the Duplex Automatic Document Feeder

Using the DADF (Duplex Automatic Document Feeder), you can load up to 50 documents (20lb, 75 g/m^2) in one job. Ensure that documents are in good condition, that they have the same thickness and weight, and that all of the staples and paper clips have been removed.

1 Feed the documents (up to 50 pages) **face up** into the DADF and adjust the document guides to the document size. Make sure that the bottom of the document stack matches the paper size marked on the DADF.



2 Verify that the machine is in the Copy mode. If necessary, press **Copy** to change the mode to Copy mode. In Copy mode, the LCD display shows:

Note that you cannot make copies in Fax or E-mail mode. The machine will sounds an error beep.

3 Make sure that you have selected the required paper tray. See page 4.2.

4 Enter the number of copies required by using the Number Keypad.

5 Customize the copy settings including copy size and image type using the control panel buttons. See "Setting Copy Options" on page 4.6.

6 If necessary, you can use various copy features, such as Book Copy, Auto Fit. See "Using Copy Menu Features" on page 4.11 and "Using Special Copying Features" on page 4.16.

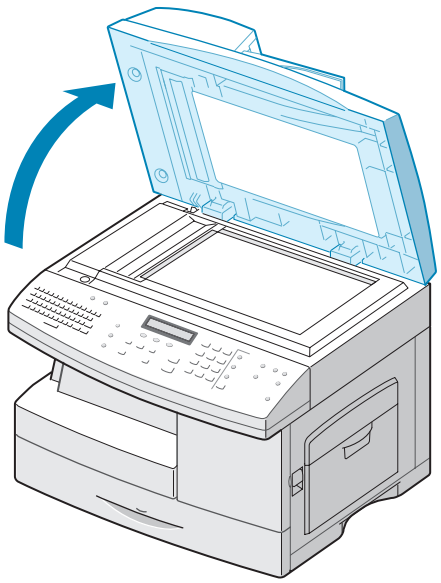
7 Press **Start** to begin copying. The display shows the copy processing.

NOTE: Dust on the DADF glass may cause black lines on the printout, so always keep it clean.

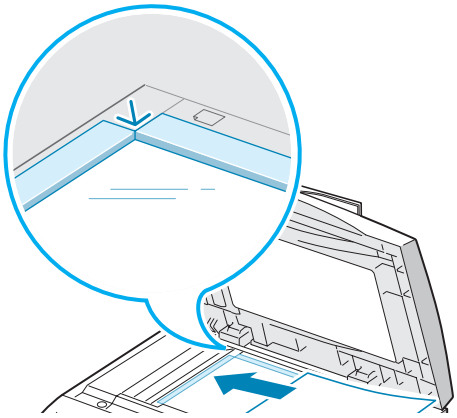
Making Copies using the Document Glass

If you want to make copies from booklet, pamphlet, transparencies, or documents having other unusual characteristics, use the document glass to load documents.

1 Lift the document cover.



2 Place the document **face down** on the glass and align it with document guides on the left top corner of the document glass.



NOTE: Make sure that no other documents are in the DADF. If a document is detected in the DADF, this document has the priority rather than the document on the scan glass.

3 Close the scanner cover.

NOTES:

- Leaving the cover open while copying will affect the copy quality and toner consumption.
- If you are copying a page from a book or magazine, close the cover flat. The slanted cover may cause heavy exposure of the light when scanning.

4 Verify that the machine is in the Copy mode. If necessary, press **Copy** to change the mode to Copy mode. In Copy mode, the LCD display shows:

Note that you cannot make copies in Fax mode. The machine will sounds an error beep.

5 Make sure that you have selected the required paper tray. See page 4.2.

6 Enter the number of copies required by using the Number Keypad.

7 Customize the copy settings including copy size and image type using the control panel buttons. See "Setting Copy Options" on page 4.6.

To clear the settings, use **Stop/Clear**.

8 If necessary, you can use various copy features, such as Book Copy, Auto Fit. See "Using Copy Menu Features" on page 4.11 and "Using Special Copying Features" on page 4.16.

9 Press **Start** to begin copying. The display shows the copy processing.

NOTES:

- You can cancel a copy job while it is copying by pressing **Stop/Clear** twice.
- Dust on the document scanner glass may cause black spots on the printout, so always keep it clean.

Setting Copy Options

The following buttons on the control panel let you set all the basic copy options; Darkness, Reduce/Enlarge, Duplex, Collation, Original Type. When making a copy, use these buttons before pressing **Start**.

Adjusting the Contrast

Using **Darkness**, you can adjust the brightness to make a copy that is easier to read if you have an original document containing faint markings or dark images. To adjust the contrast, take the following steps:

1 Load the documents to be copied in the DADF.

Or, place a sheet of the documents on the document glass face down.

2 Make sure that you have selected the required paper tray. See page 4.2.

3 To enter Darkness mode, press **Darkness**. You can see the current setting on the bottom line of the display and the corresponding green LED is lighted.

4 Press **Darkness** or the scroll buttons until the corresponding green LED of the desire mode lights. You can choose from:

Light: works well with dark print.

Normal: works well with standard typed or printed documents.

Dark: works well with light print or faint pencil markings.

5 If necessary, you can use various copy features, such as Book Copy, Auto Fit. See "Using Copy Menu Features" on page 4.11 and "Using Special Copying Features" on page 4.16.

6 Press **Start** to begin copying.

Adjusting the Copy Size

Using **Reduce/Enlarge**, you can reduce or enlarge the size of a copied image by 25% to 400% when you copy the original from the document scanner glass, and by 25% to 100% using the DADF. Note that the zoom rate available is different according to the document loading method.

1 Load the documents to be copied in the DADF.

Or, place a sheet of the documents on the document glass face down.

2 Make sure that you have selected the required paper tray. See page 4.2.

3 Press **Reduce/Enlarge**. Enter the size using the number keypad or press **Reduce/Enlarge** or the scroll buttons.

4 Press **Enter** to save the selection.

You can see the current size in the left bottom corner of the display.

NOTES:

- If you press **Stop/Clear** before pressing **Enter** to save the selection while setting the copy option, the option will return to its default value.
- When reducing, black lines may appear at the bottom of the copy.

5 Press **Start** to begin copying.

Selecting the Original Type

Using **Original Type**, you can improve the copy quality. To select the original type, take the following steps:

1 Load the documents to be copied in the DADF.

Or, place a sheet of the documents on the document glass face down.

2 Make sure that you have selected the required paper tray. See page 4.2.

3 To enter Original Type mode, press **Original Type**. You can see the current setting on the bottom line of the display and the corresponding green LED is lighted.

4 Press **Original Type** or the scroll buttons until the corresponding green LED of the desire mode lights. You can choose from:

Text: used for documents containing mostly text.

Text/Photo: used for documents with mixed text and graphics.

Photo: used when the originals are photographs.

Color: used to improve the color quality.

5 If necessary, you can use various copy features, such as Book Copy, Auto Fit. See "Using Copy Menu Features" on page 4.11 and "Using Special Copying Features" on page 4.16.

6 Press **Start** to begin copying.

Sorting the Copy Output

Using **Collation**, you can make your machine sorts the copy job. For example, if you make 2 copies of 3 pages documents, one complete 3 page document will print followed by the second complete 3 page document.

1. Load the documents to be copied in the DADF.

   Or, place a sheet of the documents on the document glass face down.

2. Make sure that you have selected the required paper tray. See page 4.2.

3. Enter the number of copies required by using the Number Keypad.

4. To enter Collation mode, press **Collation**. You can see the current setting on the bottom line of the display.

5. Press **Collation** or the scroll buttons to select "On". The corresponding green LED on the control panel will light to indicate Collation mode is activated.

6. Press **Start** to begin copying.

7. When the document is fed from the document glass, the display shows "Scan Another?" on the top line after the page is scanned into the memory. To scan another page, remove the scanned page and load the next page on the glass. Select "Yes" and press **Enter**. Repeat as necessary.

   When all of the pages are scanned, select "No" when the display shows "Scan Another?" and press **Enter**.

8. When copying is completed, press **Collation** again to cancel Collation mode.

Copying a 2-Sided Document

Using **Duplex**, you can print on both sides of the paper.

1. Load the documents to be copied in the DADF.

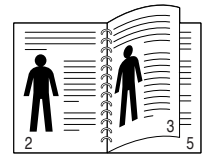
   Or, place a sheet of the documents on the document glass face down.

2. Make sure that you have selected the required paper tray. See page 4.2.

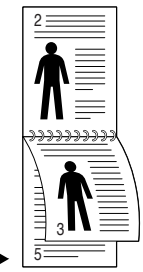
3 To enter Duplex mode, press **Duplex**. You can see the current setting on the bottom line of the display and the corresponding green LED is lighted.

4 Press **Duplex** or the scroll buttons until the corresponding green LED of the desire mode lights. You can choose from:

- **1-1 Sided**: Originals that are printed on 1 side and single-sided copies are required.
- **1-2 Sided Long**: Originals that are printed on 1 side only and double-sided copies with the conventional layout used in book binding are required.
- **1-2 Sided Short**: Originals that are printed on 1 side only and double-sided copies with the type often used with calendars are required.
- **2-1 Sided**: Originals that are printed on 2 sides and single-sided copies are required.
- **2-2 Sided**: Originals that are printed on 2 sides and double-sided copies are required.



▲ Long Edge



Short Edge ▶

NOTE: In Duplex mode, the Photo setting using the **Original Type** button is disabled.

5 Press **Start** to begin copying.

6 When the document is fed from the document glass, the display shows “Scan Side 2?” on the top line after the page is scanned into the memory. To scan another page, remove the scanned page and load the next page on the glass. Select “Yes” and press **Enter**.

After scanning, the machine starts printing automatically. Then the display shows "Scan Another?". To scan another page, select "Yes" and press **Enter**.

When the display shows "Scan Side 2?" again, repeat as necessary.

When all of the pages are scanned, select “No” when the display shows “Scan Side 2?” or “Scan Another?” and press **Enter**.

Using Copy Menu Features

Changing Default Settings

Copy options, including darkness, original type and copy size, can be set to the most frequently used modes. When you copy a document, the default settings are used unless they are changed by using the corresponding buttons on the control panel.

To create your own default settings:

1. To enter Change Default feature, press **Menu** until you see "Copy Features" on the top line of the display.

   The first menu item, "Change Default", appears on the bottom line.

2. Press **Enter** to access the menu item.

3. Press the scroll buttons to scroll through the setup options.

4. When the option you want to set appears, press **Enter** to access the option.

5. Change the setting using the scroll buttons.

6. Press **Enter** to save the selection.

7. Repeat steps 3 through 6, as needed.

8. To return to Standby mode, press **Stop/Clear**.

Creating Margin Shifts

The Margin Shift feature allows you to create a binding edge for the document. The image can be adjusted up or down on the page and/or shifted to the right or left.

1. Load the document to be copied on the document glass, and close the cover.

2 Make sure that you have selected the required paper tray. See page 4.2.

3 To enter Margin shift feature, press **Menu** until you see "Copy Features" on the top line of the display.

4 Press the scroll buttons to display "Margin Shift" on the bottom line and press **Enter**.

5 Press the scroll buttons to select the option you want and press **Enter** to save the selection. The following options are available:

- **Off**: This feature is disabled.
- **Auto Center**: automatically copy in the center of the paper.
- **Left Margin**: enter the left margin using Number keypad.
- **Right Margin**: enter the right margin using Number keypad.
- **Top Margin**: enter the top margin using Number keypad.
- **Bottom Margin**: enter the bottom margin using Number keypad.

For details about selecting margin unit, refer to page 1.20.

6 Press **Enter** to save the selection.

NOTE: The document loaded on the DADF always copies in the center of the paper.

7 If necessary, you can customize the copy settings including copy size and image type using the control panel buttons. See "Setting Copy Options" on page 4.6.

8 Press **Start** to begin copying.

9 When the copying is completed, press **Stop/Clear** to cancel Margin Shift feature.

Copying Books

The Book Copy feature allows you to copy an entire book. If the book is too thick, lift the cover until its hinges are caught by the stopper and then close the cover. If the book or magazine is thicker than 30 mm, start copying with the cover open.

1 Load the document to be copied on the document glass, and close the cover.

2 Make sure that you have selected the required paper tray. See page 4.2.

3 To enter Book Copy feature, press **Menu** until you see "Copy Features" on the top line of the display.

4 Press the scroll buttons to display "Book Copy" on the bottom line and press **Enter**.

5 Press the scroll buttons to select the option you want and press **Enter** to save the selection. The following options are available:

- **Off**: This feature is disabled.
- **Left Page**: Use this option to print left page of the book.
- **Right Page**: Use this option to print right page of the book.
- **Both Pages**: Use this option to print both pages of the book.

6 If necessary, you can customize the copy settings including copy size and image type using the control panel buttons. See "Setting Copy Options" on page 4.6.

7 Press **Start** to begin copying.

8 When the copying is completed, press **Stop/Clear** to cancel Book Copy feature.

Using Auto Suppress

The Auto Suppress feature allows you to copy an original from a newspaper or magazine to remove its background image.

1 Load the document to be copied on the document glass, and close the cover.

2 Make sure that you have selected the required paper tray. See page 4.2.

3 To enter Auto Suppress feature, press **Menu** until you see "Copy Features" on the top line of the display.

4 Press the scroll buttons to display "Auto Suppress" on the bottom line and press **Enter**.

5 Press the scroll buttons to select "On" or "Off" and press **Enter** to save the selection.

6 If necessary, you can customize the copy settings including copy size and image type using the control panel buttons. See "Setting Copy Options" on page 4.6.

7 Press **Start** to begin copying.

8 When the copying is completed, press **Stop/Clear** to cancel Auto Suppress feature.

If you are a SCX-6220 User, you can press **Auto Suppress** on the control panel to use this feature.

Adding Covers

The Covers feature allows you to automatically add covers to your copied set using stock taken from a different tray than the copies.

1 Load the document to be copied on the document glass, and close the cover.

2 Make sure that you have selected the required paper tray. See page 4.2.

3 To enter Covers feature, press **Menu** until you see "Copy Features" on the top line of the display.

4 Press the scroll buttons to display "Covers" on the bottom line and press **Enter**.

5 Press the scroll buttons to select the option you want and press **Enter** to save the selection. The following options are available:

- **Off**: The feature is disabled.
- **Front**: Use this option to add a front cover to the copies.
- **Back**: Use this option to add a back cover to the copies.
- **Front & Back**: Use this option to add both a front and back cover to the copies.

6 If you want to covers to be added, select the tray required for the cover paper.

7 If necessary, you can customize the copy settings including copy size and image type using the control panel buttons. See "Setting Copy Options" on page 4.6.

8 Press **Start** to begin copying.

9 When the copying is completed, press **Stop/Clear** to cancel Covers feature.

Copying Transparencies

The Transparencies feature allows the creation of a single set of transparencies with blank dividers. When dividers are selected a transparency set will always be single-sided on transparency stock with no stapling.

1 Load the document to be copied on the document glass, and close the cover.

2 Make sure that you have selected the required paper tray. See page 4.2.

3 To enter Transparencies feature, press **Menu** until you see "Copy Features" on the top line of the display.

4 Press the scroll buttons to display "Transparencies" on the bottom line and press **Enter**.

5 Press the scroll buttons to select "Off" or "MP Tray" and press **Enter** to save the selection.

Use MP Tray option to place a blank sheet between each transparency. If you select this option, select the desired paper tray source for the Transparency paper.

6 If necessary, you can customize the copy settings including copy size and image type using the control panel buttons. See "Setting Copy Options" on page 4.6.

7 Press **Start** to begin copying.

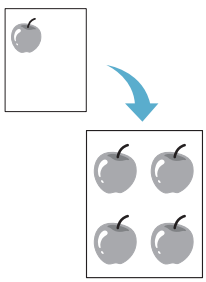
8 When the copying is completed, press **Stop/Clear** to cancel Transparencies feature.

Using Special Copying Features

You can use the following copy features using the **Special Copy** button.

- **Off**: prints in normal mode.
- **Clone**: prints multiple image copies from the original document on a single page. The number of images is automatically determined by the original image and paper size. See page 4.16.
- **Auto Fit**: automatically reduces or enlarges the original image to fit on the paper currently loaded in the machine. See page 4.17.
- **2 Up**: prints 2 original images reduced to fit onto one sheet of paper. If you load 2 sheets of duplex original document in the DADF, you can make a 4-up copy. See page 4.18.
- **Poster**: prints an image onto 9 sheets of paper (3x3). You can paste the printed pages together to make one poster-size document. See page 4.18.
- **ID Card Copy**: prints both side of an ID card to a single side of paper. See page 4.19.

The currently selected special copy feature appears on the left bottom line of the display.



Clones Copying

The Clone feature prints multiple image copies on a single page. The number of images is automatically determined by the original image size, so you are unable to adjust the copy size.

This special copy mode is available only when using the document scanner glass. If a document is detected on the DADF, the Clone will not work.

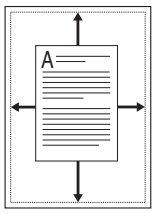
1. Load the document to be copied on the document glass, and close the cover.
2. Make sure that you have selected the required paper tray. See page 4.2.
3. Press **Special Copy** to enter the special feature.
4. Press **Special Copy** repeatedly or the scroll buttons to display "Clone" on the bottom line of the display.

5 Press **Enter** to save the selection.

NOTE: You cannot adjust the copy size using the **Reduce/ Enlarge** button while making a clone.

6 Press **Start** to begin copying.

7 When copying is completed, press **Special Copy** repeatedly until "Off" appears on the bottom line and press **Enter** to cancel the Clone feature.



Auto Fit Copying

The Auto Fit feature automatically reduces or enlarges the original image to fit on the paper currently loaded in the machine, so you don't need to adjust the copy size.

This special copy mode is only available when using document scanner glass. If a document is detected in the DADF, the auto-fit will not work.

1 Load the document to be copied on the document glass, and close the cover.

2 Make sure that you have selected the required paper tray. See page 4.2.

3 Press **Special Copy** to enter the special feature.

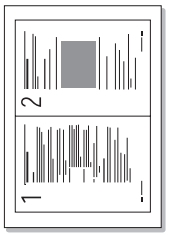
4 Press **Special Copy** repeatedly or the scroll buttons to display "Auto Fit" on the bottom line of the display.

5 Press **Enter** to save the selection.

NOTE: You cannot adjust the copy size using the **Reduce/ Enlarge** button while Auto fit is enabled.

6 Press **Start** to begin copying.

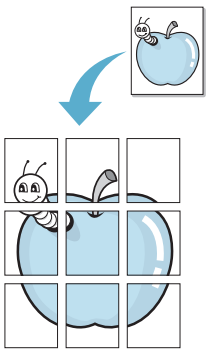
7 When copying is completed, press **Special Copy** repeatedly until "Off" appears on the bottom line and press **Enter** to cancel the Auto Fit mode.



Copying 2 Up

The 2 Up feature allows you to print 2 original images reduced to fit onto one sheet of paper. If you load 2 sheets of duplex original document in the DADF, you can make a 4-up copy using the 2 Up feature. You cannot adjust the copy size using **Reduce/Enlarge** for making a 2-up copy.

1. Load the document to be copied on the document glass, and close the cover.
2. Make sure that you have selected the required paper tray. See page 4.2.
3. Press **Special Copy** to enter the special feature.
4. Press **Special Copy** repeatedly or the scroll buttons to display "2 Up" on the bottom line.
5. Press **Enter** to save the selection.
6. Press **Start** to begin copying.
7. When copying is completed, press **Special Copy** repeatedly until "Off" appears on the bottom line and press **Enter** to cancel the 2 Up feature.



Poster Copying

1. Load the documents to be copied on the document glass and close the cover.
2. Press **Special Copy** to enter the special feature.
3. Press **Special Copy** repeatedly or the scroll buttons to display "Poster" on the bottom line.
4. Press **Special Copy** to enter the special feature.
5. Press **Enter** to save the selection.

NOTE: You cannot adjust the copy size using the "Reduce/Enlarge" feature for making a poster.

6. Press **Start** to begin copying.

Your original document is divided into 9 portions. Each portion is scanned and printed one by one in the following order:

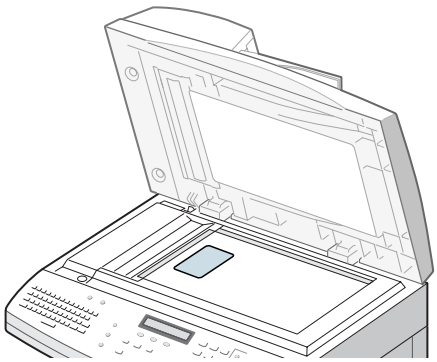
1	2	3
4	5	6
7	8	9

7 When copying is completed, press **Special Copy** repeatedly until "Off" appears on the bottom line and press **Enter** to cancel the Poster feature.

Copying ID Card

The ID Card Copy feature allows you to copy both sides of the ID, for example a drivers license, to a single side of paper.

1 Load the document to be copied on the document glass, and close the cover.



2 Make sure that you have selected the required paper tray. See page 4.2.

3 Press **Special Copy** to enter the special feature.

4 Press **Special Copy** repeatedly or the scroll buttons to display "ID Card Copy" on the bottom line.

5 Press **Enter** to save the selection.

6 Press **Start** to begin copying.

7 The loaded side is scanned into the memory then "ID 2 Sided Copy Set Backside" appears.

Turn over the ID card keeping the same location as step 1 and press **Start**.

8 When copying is completed, press **Special Copy** repeatedly until "Off" appears on the bottom line and press **Enter** to cancel the ID Card Copy feature.

Using Interrupt

Job Interrupt allows you to temporarily pause the job which is currently being copied in order to run a more urgent job. This feature is useful if the machine is printing a large job as it still provides access to Copy mode for running small, quick jobs.

To interrupt the current Copy job, press **Job Interrupt**. The machine activates the interrupt feature and the job pauses after the current sheet has been printed or the current original has been scanned.

After using the Copy mode, press **Job Interrupt** to deactivate the interrupt feature.

Monitoring a Dual Job Status

Your product can perform more than one function simultaneously. For example, you can:

- Receive a fax into the memory while making a copy. (SCX-6320F Only)
- Store a fax document for later transmission while printing an incoming fax. (SCX-6320F Only)

While the machine performs dual tasks, press **Job Status** to see the current status on the display of the other operation. Each time you press **Job Status**, the current status of the two operations displays alternately.

5 PRINTING

Read this chapter to learn how to select and load print media and how to use the print settings.

This topics included in this chapter are:

- **Printing a Document**
- **Printer Settings**
- **Setting Paper Properties**
- **Setting Graphic Properties**
- **Printing Multiple Pages on One Sheet of the Paper**
- **Printing a Reduced or Enlarged Document**
- **Fitting Your Document to a Selected Paper Size**
- **Printing Posters**
- **Printing on Both Sides of Paper**
- **Printing Booklets**
- **Using Watermarks**
- **Using Overlays**
- **Setting Up the Locally Shared Printer**

Printing a Document

This procedure describes the general steps required for printing from various Windows applications. The exact steps for printing a document may vary depending on the application program you are using. Refer to the user's guide of your software application for the exact printing procedure.

The following steps describe the typical process to print from Windows:

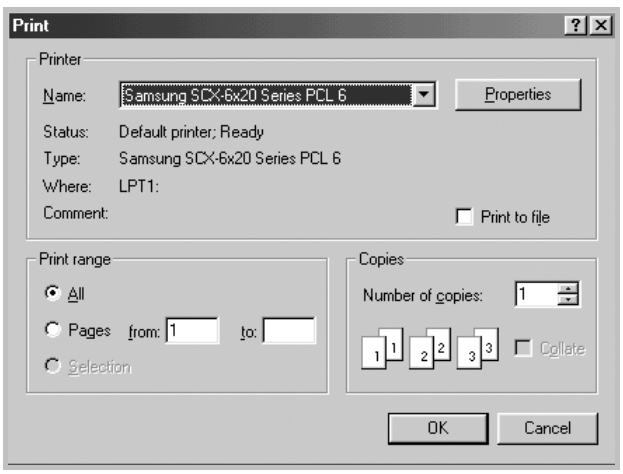
1. Ensure that your machine is properly connected to the computer, the machine is powered on, and there is paper in the paper tray.

2. Verify that you have installed the Samsung software for your computer. For details, see "Installing Samsung Software" on page 2.4.

3. Start the program you are using to create the document, and create or open the document you want to print.

4. Choose **Print** or **Print Setup** from the **File** menu. Make sure that **Samsung SCX-6x20 Series PCL 6** is selected as your default printer.

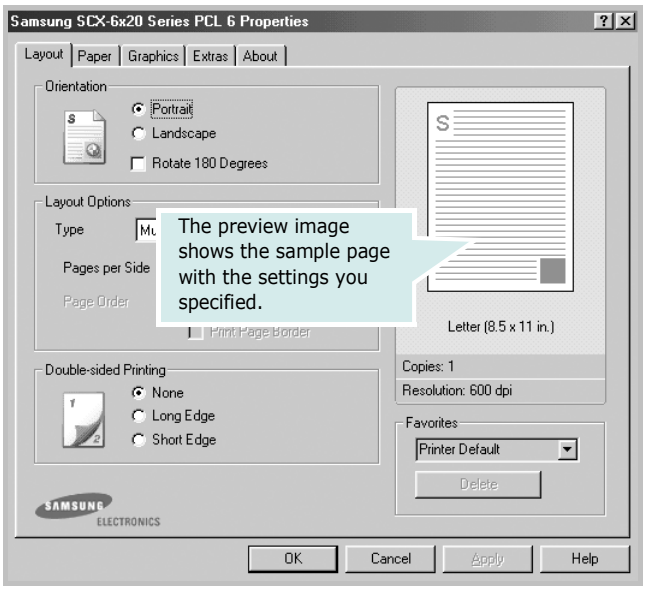
   You can select the basic print settings within the Print window. These settings includes the number of copies and the print range.



5. Click **Properties** if you want to make any adjustments that are appropriate for printing your document.

6 Now you see the Samsung SCX-6x20 Series PCL 6 Properties window, which allows you to access all of information you need when using your machine.

The **Layout** tab first displays.



If necessary, select the **Orientation** option.

The **Orientation** option allows you to select the direction in which information is printed on a page.

- **Portrait** prints across the width of the page, letter style.
- **Landscape** prints across the length of the page, spreadsheet style.
- If you want to turn the page upside down, check the **Rotate 180 Degrees** box.

▲ Landscape

▲ Portrait

7 From the **Paper** tab, select the paper source, size and type. For further details, see page 5.9.

8 If necessary, you can set the sequence for the pages to print from the **Extras** tab. Select the print order you want to use from the **Printer Order** drop-down list.

- **Normal**: Your machine prints from the first page to the last page.
- **Reverse All Pages**: Your machine prints from the last page to the first page.
- **Print Odd Pages**: Your machine prints only the odd pages of the document.
- **Print Even Pages**: Your machine prints only the even pages of the document.

9 Click other tabs on the top of the Samsung SCX-6x20 Series PCL 6 Properties window to access other features, if needed.

10 When you finish setting the properties, click **OK** until the Print window displays.

11 Click **OK** to start printing.

The printer's Properties window may differ, depending on your operating system. This User's Guide shows the Properties window on windows 98.

NOTES:

- Most Windows applications overrides the settings you specified in the printer driver. Change all of the print settings available in the software application first, and change any remaining settings using the printer driver.
- The settings you change remain in effect only while you are using the current program. To make your changes permanent, make them in the **Printers** folder. Follow these steps:
  1. Click the Windows **Start** menu.
  2. For Windows 95/98/Me/NT 4.0/2000, select **Settings** and then **Printers**.

     For Windows XP, select **Printers and Faxes**.
  3. Select the **Samsung SCX-6x20 Series PCL 6** printer.
  4. Click the right mouse button on the printer icon and:
     - For Windows 95/98/Me, select **Properties**.
     - For Windows 2000/XP, select **Printing Preferences**.
     - For Windows NT 4.0, select **Document Default**.
  5. Change the settings on each tab and click **OK**.

Canceling a Print Job

There are two ways to cancel a print job:

To stop a print job from the control panel:

Press **Stop/Clear**.

Your machine finishes printing the page that is moving through the machine and deletes the rest of the print job. Pressing the button cancels only the current job. If more than one print job is in the machine's memory, you need to press the button once for each job.

To stop a print job from the Printers folder:

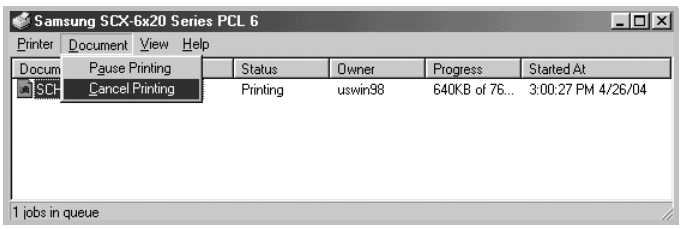
If the print job is waiting in a print queue or print spooler, such as the Printer group in Windows, delete the job as follows:

1. Click the Windows **Start** menu.
2. For Windows 9x/NT4.0/2000/Me, Select **Settings** and then **Printers**.

   For Windows XP, select **Printers and Faxes**.
3. Double-click the **Samsung SCX-6x20 Series PCL 6** icon.
4. From the **Document** menu:

   For Windows 9x/Me, select **Cancel Printing**.

   For Windows NT4.0/2000/XP, select **Cancel**.



▲ Windows 98

NOTE: You can access this window simply by double-clicking the printer icon at the bottom right corner of the Windows desktop.

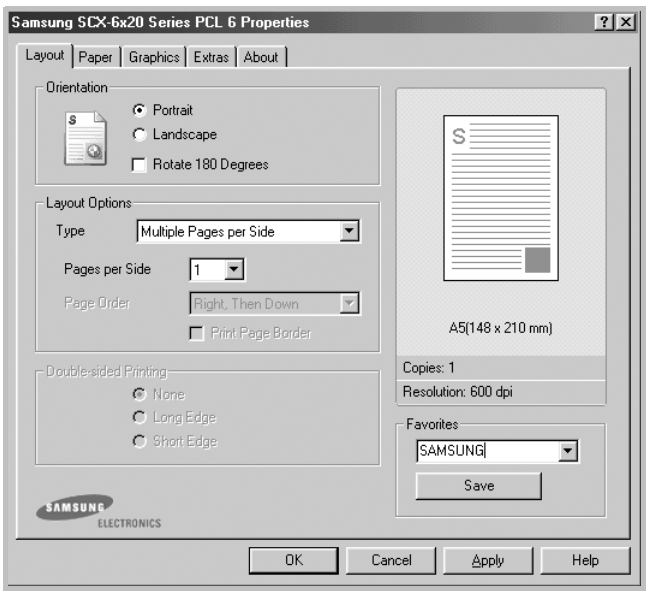
Using a Favorite Setting

The **Favorites** option, which is visible on each tab, allows you to save the current properties settings for future use.

To save a Favorites item:

1 Change the settings on each tab, as needed.

2 Enter a name for the item in the **Favorites** input box.



3 Click **Save**.

To use a saved setting, select it from the **Favorites** drop-down list.

To delete a favorite setting item, select it from the list and click **Delete**.

You can also restore the printer driver's default settings by selecting **<Printer Default>** from the list.

Using Help

Your machine has a help screen that can be activated using the **Help** button in the printer's Properties window. The help screen gives detailed information about the printer features provided by the printer driver.

You can also click ? in the upper right hand corner, and then click on any setting.

Printer Settings

You can use the machine with all your Windows 95/98/Me/2000/XP or Windows NT 4.0 applications. Be sure to set **Samsung SCX-6x20 Series PCL 6** as the default printer for all of your Windows operations.

Most Windows software applications allow you to make changes to the printer settings. This includes settings that determine how a print job looks such as paper size, paper orientation, and margins. Settings made in the application to create the document will usually override settings made in the printer driver.

NOTE: You do not need to use any of the control panel buttons to use the machine as a PC printer. For example, if you want to adjust the printing contrast you do not have to press **Darkness** on the control panel. The control panel buttons are used primarily for copying.

Accessing Printer Settings

You can access printer settings by using either of these methods.

Windows 95/98/Me

- Select the **File** > **Print** > **Properties** or **File** > **Print Setup** command from within any Windows application.

  Or

- Select **Samsung SCX-6x20 Series PCL 6** printer from the **Printers** folder, then select **File** > **Properties** (or select the printer icon in the **Printers** folder, and click the right mouse button).

Windows NT 4.0

- Select the **File** > **Print** > **Properties** or **File** > **Print Setup** command from within any Windows application.
  Or
- Select **Samsung SCX-6x20 Series PCL 6** printer from the **Printers** folder, click the right mouse button, then select **Document Defaults** from the drop-down list.

Windows 2000

- Select the **File** > **Print** command from within any Windows application.
  Or
- Select **Samsung SCX-6x20 Series PCL 6** printer from the **Printers** folder, click the right mouse button, then select **Properties** and **Printing Preferences** from the drop-down list.

Windows XP

- Select the **File** > **Print** > **Preferences** command from within any Windows application.
- Select **Samsung SCX-6x20 Series PCL 6** printer from the **Printers and Faxes** folder, click the right mouse button, then select **Printing Preferences** from the drop-down list.

Printer Preferences Tabs

When Printer Properties are displayed, you can review and change whatever settings are needed for your printer job.

Your printer's Properties window consists of 5 tabs: **Layout**, **Paper**, **Graphics**, **Extra** and **About**.

If you access the Printer Preferences through the **Printers** folder, you can view more Windows-based tabs, in addition to these 5 tabs. For information on the Windows-based tabs, refer to your Windows User's Guide.

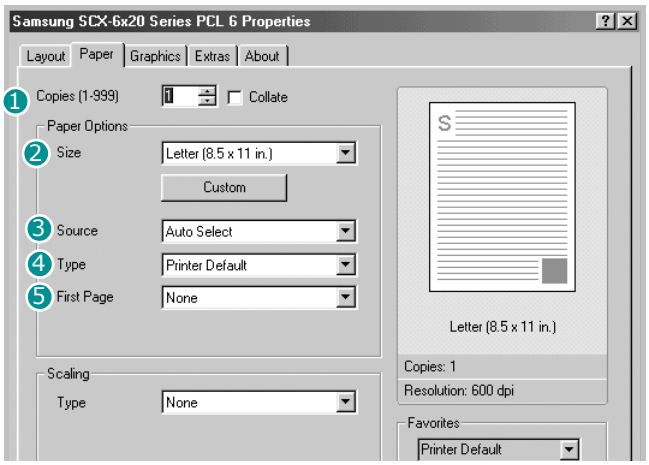
The printer's Preferences window may differ depending on the operating system used. This User Guide shows the Preferences window on Windows 98 unless otherwise specified.

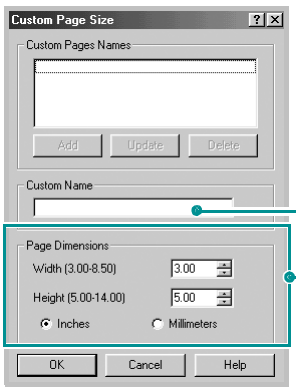
NOTE: If you access Printer Preferences through the **Printers** folder, any settings made will become the default settings for the printer. Settings made when Printer Preferences are accessed through an application **File** menu and **Print** or **Print Setup** will remain active until the application you are printing from is closed.

Setting Paper Properties

Use the following options for paper handling. See page 5.7 for more information about accessing printer properties.

Click the **Paper** tab to access many paper properties.



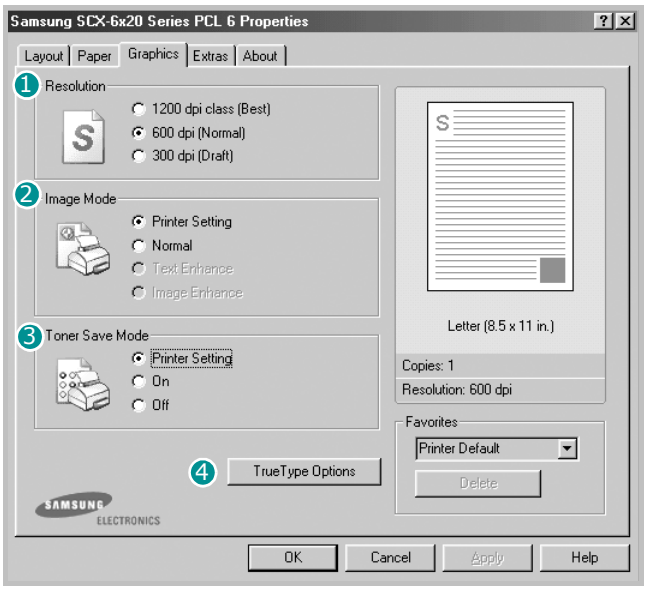
Property	Description
❶ **Copies**	**Copies** allows you to choose the number of copies to be printed. You can enter up to 999.
❷ **Size**	**Size** allows you to choose the size of the paper loaded in the tray. If the required size is not listed in the Size box, click **Custom**. When the Custom Page Size window appears, set the size and click **OK**. The setting appears on the list so that you can select it. 

Property	Description
❸ **Source**	Make sure that **Source** is set to the corresponding paper tray. Use the **Manual Feed** source when printing to special material. You need to load one sheet at a time into the manual feed. See page 3.6. If the paper source is set to **Auto Select**, the machine automatically picks up print material in the following order: the manual feed and the paper tray.
❹ **Type**	Make sure that **Type** is set to **Printer Default**. If you load a different type of print material, select the corresponding paper type. If you use cotton paper, set the paper type to **Thick** for the best printing. To use recycled paper, which weighs from 75g/m^2 to 90g/m^2 (20lb to 24lb), or colored paper, select **Color Paper**.
❺ **First Page**	Select the desired paper source for the first page.

Setting Graphic Properties

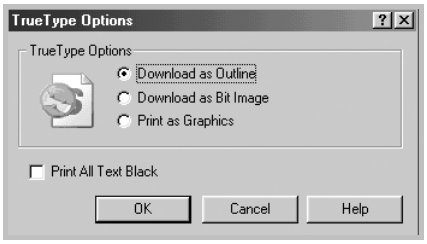
Use the following graphic options to adjust the print quality for your specific printing needs. See page 5.7 for more information about accessing printer properties.

Click the **Graphics** tab to display the properties shown below.

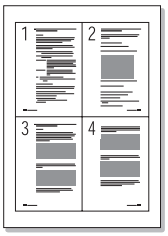


Property	Description
❶ **Resolution**	You can select the printing resolution by choosing from **300 dpi (Draft)**, **600 dpi (Normal)** or **1200 dpi class (Best)**. The higher the setting, the sharper the printed characters and graphics. Higher settings may increase the time it takes to print a document.

Property	Description
❷ **Image Mode**	When you print with the resolution of 300, 600, 1200 dpi class, some printed characters or images can appear to have jagged or uneven edges. Set this Samsung Resolution enhancement Technology (SRT) option to improve the print quality of your text and images, make the characters and images appear smoother. • **Printer Setting**: Choose this setting to use the SRT that your printer provides. • **Normal**: Choose to disable SRT mode. • **Text Enhance**: Choose to refine the print quality of characters by smoothing out jagged edges that can occur on the angles and curves of each character. • **Image Enhance**: Choose to refine the print quality of photo images using SRT.
❸ **Toner Save Mode**	Selecting this option extends the life of your toner cartridge and reduces your cost per page without a significant reduction in the print quality. • **Printer Setting**: When you select this option, the Toner Save feature is determined by the setting you've made on the control panel of the machine affecting print quality accordingly. • **On**: Select this option to allow the machine to use less toner on each page. • **Off**: When you do not need to save toner to print a document, select this option.

Property	Description
❹ **TrueType Options**	You can make advanced settings by clicking the **TrueType Options** button.  **TrueType Options** This option determines what the driver tells the machine about how to image the text in your document. Select the appropriate setting according to the status of your document. • **Download as Outline**: When this option is selected, the driver downloads the font data as outline images. • **Download as Bit Image**: When this option is selected, the driver downloads the font data as bitmap images. Documents with complicated fonts, such as Korean or Chinese, or various types of fonts print faster in this setting. • **Print as Graphics**: When this option is selected, the driver downloads any fonts as graphics. When printing documents with high graphic content and relatively few TrueType fonts, printing performance (speed) may be enhanced in this setting. **Print All Text Black** When the **Print All Text Black** option is checked, all text in your document prints in solid black, regardless of the color it appears on the screen. When it is not checked, colored text prints in shades of gray.

Printing Multiple Pages on One Sheet of the Paper

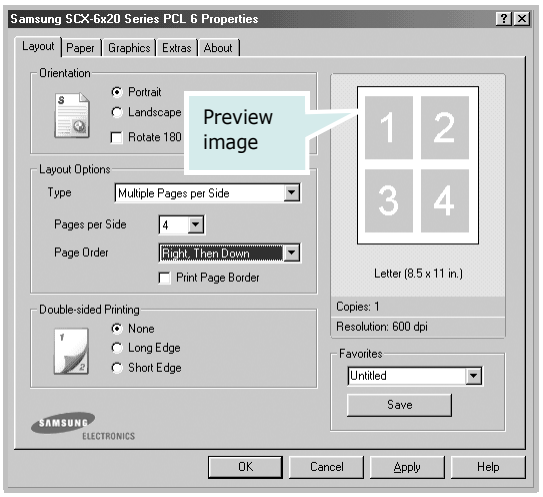


You can select the number of pages to print on a single sheet of paper. To print more than one page per sheet, the pages are smaller and arranged in the order you specified on the sheet. You can print up to 16 pages on one sheet.

1. To change the print settings from your software application, access the printer's Properties. See page 5.7.

2. From the **Layout** tab, choose **Multiple Pages per Side** from the **Type** drop-down list.

3. Select the number of pages you want to print per sheet (1, 2, 4, 6, 9 or 16) on the **Pages per Side** drop-down list.



4. Select the page order on the **Page Order** drop-down list, if necessary.

Right, Then Down

Down, Then Right

Left, Then Down

Down, Then Left

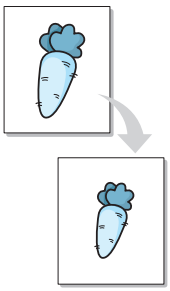
Check **Print Page Border** to print a border around each page on the sheet.

NOTE: **Page Order** and **Print Page Border** are enabled only when the number of pages per side is 2, 4, 6, 9 or 16.

5 Click the **Paper** tab and select the paper source, size, and type.

6 Click **OK** and print the document.

Printing a Reduced or Enlarged Document



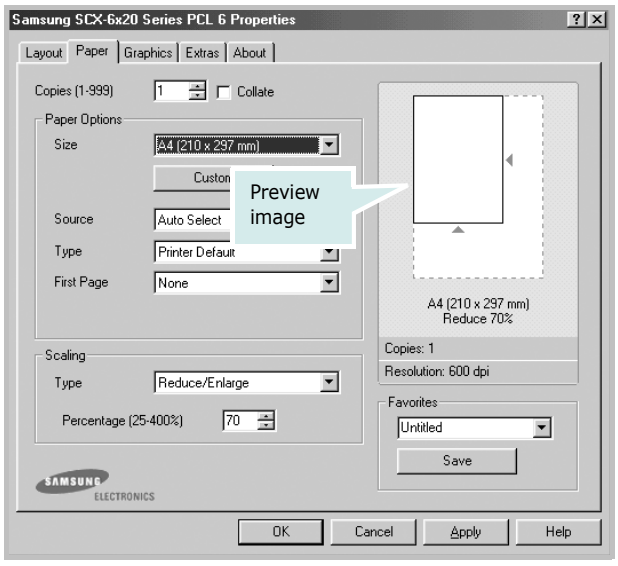
You can scale your print job on a page.

1 When you change the print settings from your software application, access the printer's Properties. See page 5.7.

2 From the **Paper** tab, select **Reduce/Enlarge** on the **Type** drop-down list in the **Scaling** section.

3 Enter the scaling rate in the **Percentage** input box.

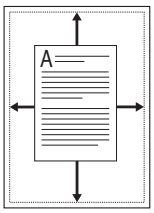
You can also click the ▲ or ▼ button.



4 Select the paper source, size and type.

5 Click **OK** and print the document.

Fitting Your Document to a Selected Paper Size

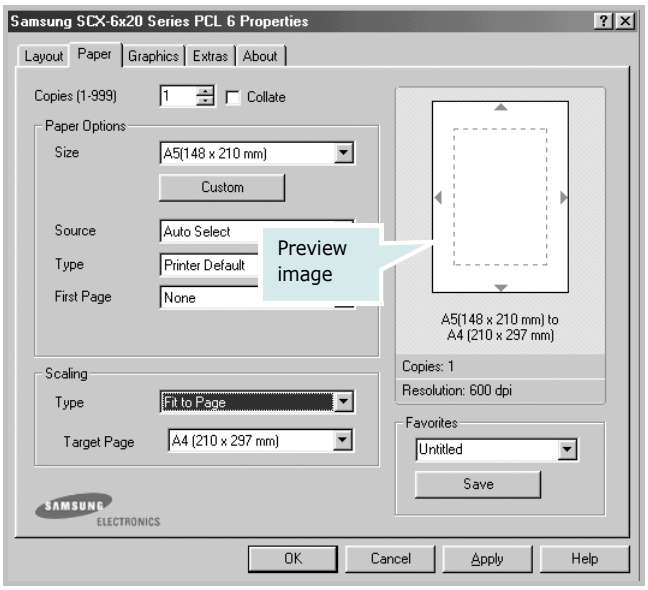


You can scale your print job to any paper size regardless of the digital document size. This can be useful when you want to check the fine details on a small document.

1 To change the print settings from your software application, access the printer's Properties. See page 5.7.

2 From the **Paper** tab, select **Fit to Page** on the **Type** drop-down list in the **Scaling** section.

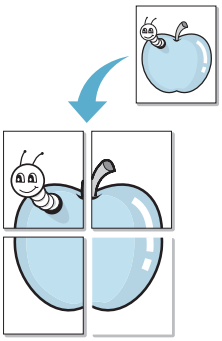
3 Select the correct size from the **Target Page** drop-down list.



4 Select the paper source and type.

5 Click **OK** and print the document.

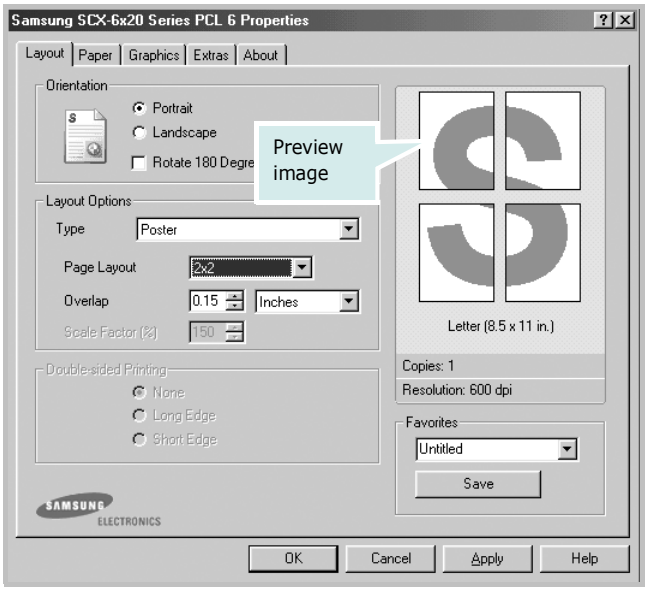
Printing Posters



You can print a single-page document onto 4, 9 or 16 sheets of paper, for the purpose of pasting the sheets together to form one poster-sized document.

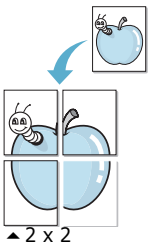
1 To change the print settings from your software application, access the printer's Properties. See page 5.7.

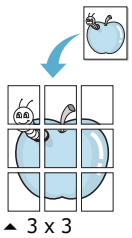
2 From the **Layout** tab, select **Poster** on the **Type** drop-down list.



3 Configure the poster option:

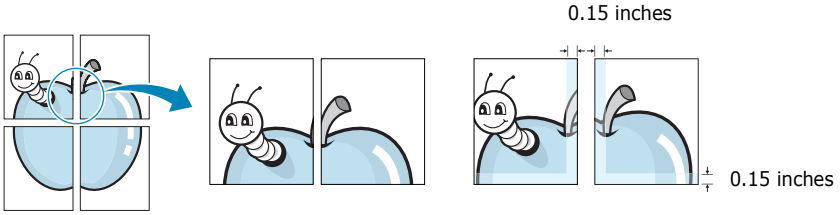
You can select the page layout from **2x2**, **3x3**, **4x4** or **Custom**. If you select **2x2**, the image is automatically stretched to cover 4 physical pages.


▲ 2 x 2


▲ 3 x 3

If you select **Custom**, you can manually set the scale rate of the image in the **Scale Factor** input box.

Specify an overlap in millimeters or inches to make it easier to reconstruct the resulting poster.



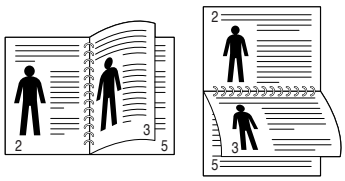
4 Click the **Paper** tab and select the paper source, size and type.

5 Click **OK** and print the document. You can complete the poster by posting the sheets together.

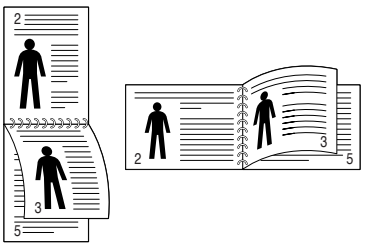
Printing on Both Sides of Paper

You can print on both sides of paper. Before printing, decide which edge you will be binding in your finished document. The binding options are:

- **Long Edge**, which is the conventional layout used in book binding.
- **Short Edge**, which is the type often used with calendars.



▲ Long Edge



▲ Short Edge

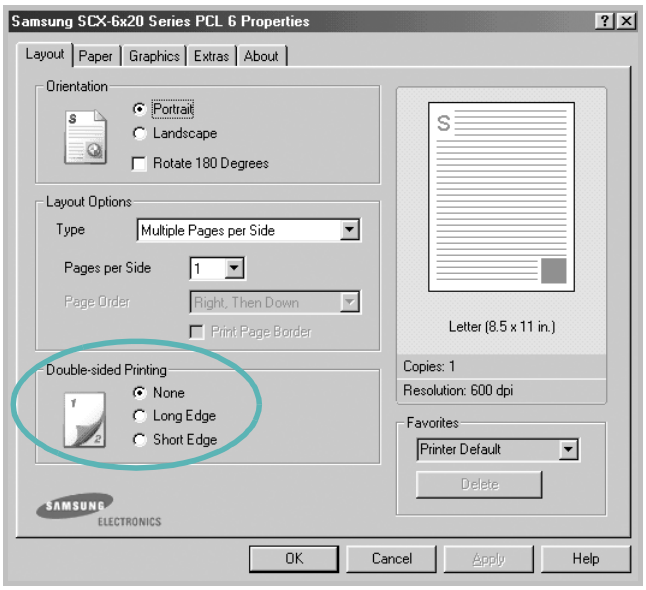
NOTES:

- Do not print on both sides of labels, transparencies, envelopes, or thick paper. Damage to the printer and paper jamming might result.
- To use double-sided printing, you can use only the following paper sizes: A4, Letter, Legal, and Folio.

1 When you change the print settings from your software application, access the printer properties. See page 5.7.

2 From the **Layout** tab, select the paper orientation.

3 From the **Double-sided Printing** section, select the desired binding option, None, Long Edge, or Short Edge.



4 Click the **Paper** tab and select the paper source, size and type.

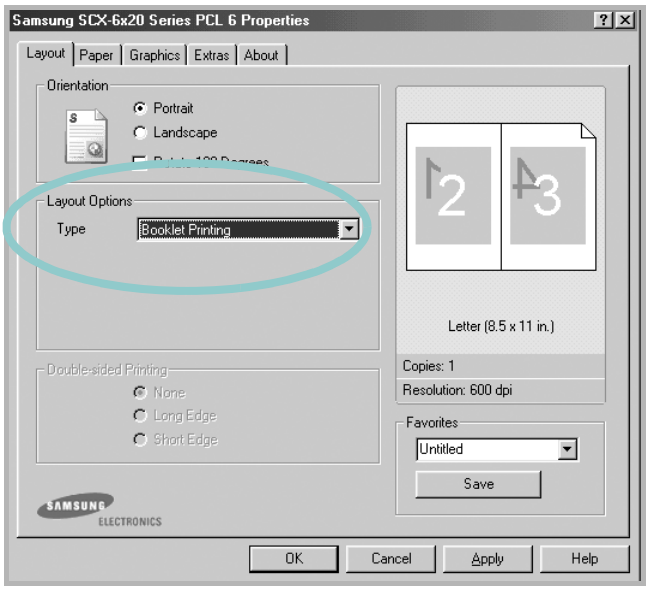
5 Click **OK** and print the document.

Printing Booklets

The booklet printing feature allows you to print your document as a double-sided job and arrange the pages so that the paper can be folded in half after printing to produce a booklet.

1. To change the print settings from your software application, access the printer properties. See page 5.7.

2. From the **Layout** tab, choose **Booklet Printing** in the **Type** drop-down list.

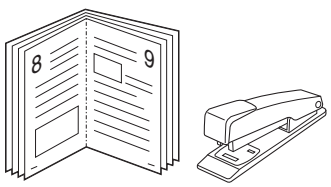


NOTE: The booklet printing option is available when the A4, Letter, Legal, or Folio size is selected.

3. Click the **Paper** tab, and select the paper source, size, and type.

4. Click **OK** and print the document.

5. After printing, fold and staple the pages.



Using Watermarks

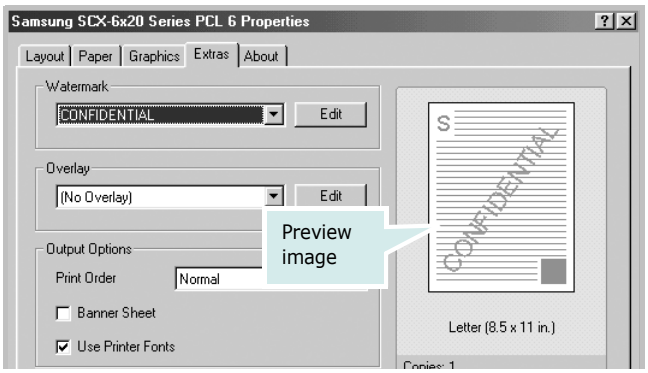
The Watermark option allows you to print text over an existing document. For example, you may want to have large gray letters reading "DRAFT" or "CONFIDENTIAL" printed diagonally across the first page or all of the pages of a document.

There are several predefined watermarks that come with your machine, and they can be modified or you can add new ones to the list.

Using an Existing Watermark

1. To change the print settings from your software application, access the printer's Properties. See page 5.7.

2. Click the **Extras** tab and select a watermark on the **Watermark** drop-down list. It appears in the preview image window.

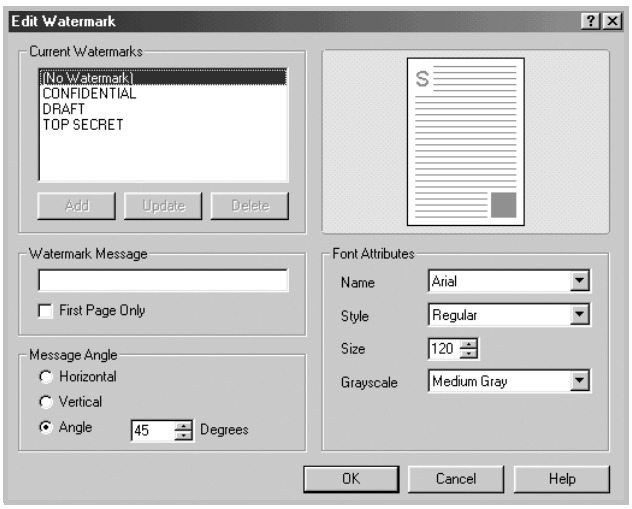


3. Click **OK** and start printing.

Creating a Watermark

1 To change the print settings from your software application, access the printer's Properties. See page 5.7.

2 Click the **Extras** tab and click **Edit** in the **Watermark** section. The Edit Watermarks window appears.



3 Enter text message you want to print in the **Watermark Message** box.

The message displays in the preview image window.

When the **First Page Only** box is checked, the watermark prints on the first page only.

4 Select the watermark options.

You can select the font name, style, and size, and gray scale level from the **Font Attributes** section and set the angle of the watermark from the **Message Angle** section.

5 Click **Add** to add a new watermark to the list.

6 When you finish creating, click **OK** and start printing.

To stop printing the watermark, select **<No Watermark>** on the **Watermark** drop-down list.

Editing a Watermark

1. To change the print settings from your software application, access the printer properties. See page 5.7.

2. Click the **Extras** tab and click **Edit** in the **Watermark** section. The Edit Watermarks window appears.

3. Select the watermark you want to edit on the **Current Watermarks** list, to change the watermark message and the options. Refer to page 5.22.

4. Click **Update** to save the changes.

5. Click **OK**.

Deleting a Watermark

1. To change the print settings from your software application, access the printer's Properties. See page 5.7.

2. From the **Extras** tab, click **Edit** in the **Watermark** section. The Edit Watermarks window appears.

3. Select the watermark you want to delete on the **Current Watermarks** list and click **Delete**.

4. When a confirming message window appears, click **Yes**.

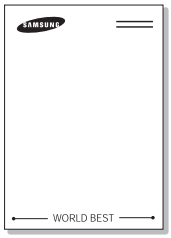
5. Click **OK**.

Using Overlays

What is an Overlay?

An overlay is text and/or images stored on the computer hard disk drive (HDD) as a special file format that can be printed on any document. Overlays are often used to take the place of preprinted forms and letterhead paper. Rather than using preprinted letterhead, you can create an overlay containing the exact same information that is currently on your letterhead. To print a letter with your company's letterhead, you need only tell the machine to print the letterhead overlay on your document.

Creating a New Page Overlay

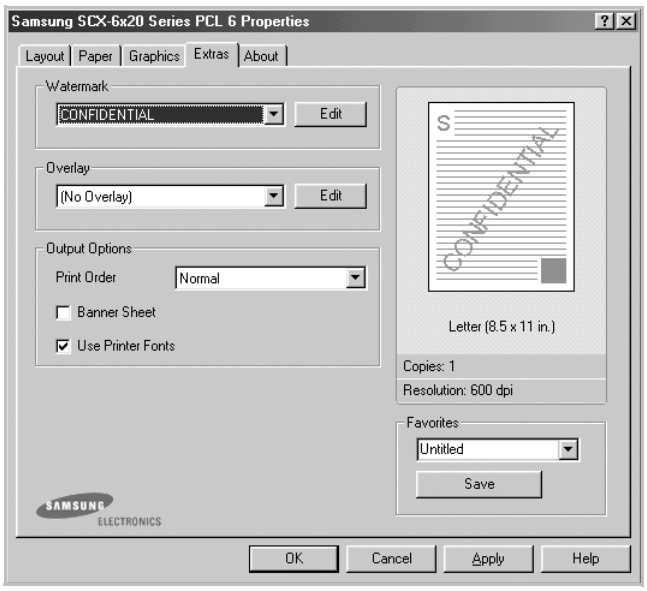


To use a page overlay, you must create a new page overlay containing your logo or image.

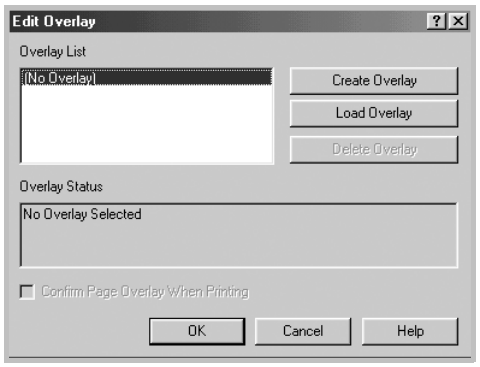
1. Create or open a document containing text or an image for use in a new page overlay. Position the items exactly as you wish them to appear when printed as an overlay. If needed, save the file for later use.

2. To change the print settings from your software application, access the printer's Properties. See page 5.7.

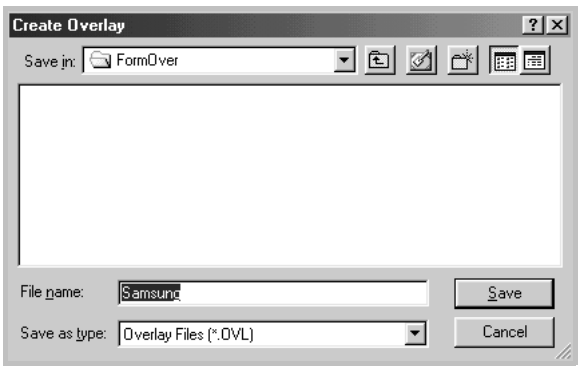
3. Click the **Extras** tab and click **Edit** in the **Overlay** section.



4 In the Edit Overlays window, click **Create Overlay**.



5 In the Create Overlay window, type a name of up to eight characters in the **File name** box. Select the destination path, if necessary.



6 Click **Save**. The name appears on the Overlay List.

7 Click **OK** or **Yes** to finish creating.

The file is not printed out. Instead it is stored in your computer HDD disk.

NOTE: The overlay document size must be the same as the documents you print with the overlay. Do not create an overlay with a watermark.

Using a Page Overlay

After an overlay has been created, it is ready to be printed with your document. To print an overlay with a document:

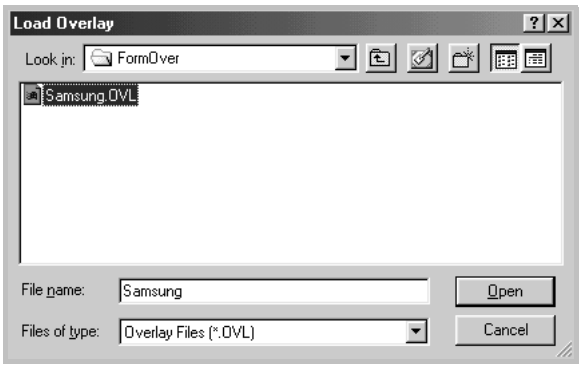
1. Create or open the document you want to print.

2. To change the print settings from your software application, access the printer's Properties. See page 5.7.

3. Click the **Extras** tab.

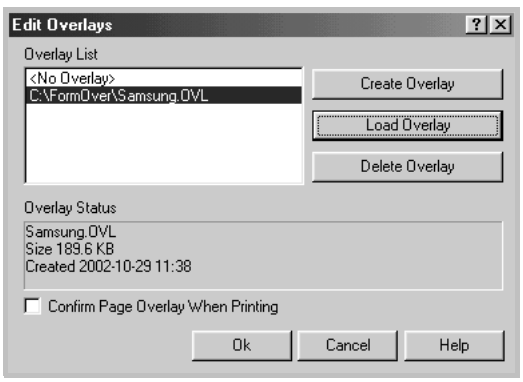
4. Select the overlay you want to print from the **Overlay** drop-down list box.

5. When the overlay file you want doesn't appear on the Overlay List, click **Edit** and **Load Overlay**, and select the overlay file.



If you have stored the overlay file you want to use in an external source, you can also load the file when you access this Load Overlay window.

After you select the file, click **Open**. The file appears on the Overlay List and is available for printing. Select the overlay from the **Overlay List** box.



6 If necessary, click **Confirm Page Overlay When Printing**. When this box is checked, a message window appears each time you submit a document for printing, asking you to confirm your wish to print an overlay on your document.

Answering **Yes** to the window means that the selected overlay prints with your document. Answering **No** to the window cancels overlay printing.

If this box is empty and an overlay has been selected, the overlay will be automatically printed with your document.

7 Click **OK** or **Yes** until the printing starts.

The overlay downloads with your print job and prints on your document.

NOTE: The resolution of the overlay document must be the same as that of the document you will print with the overlay.

Deleting a Page Overlay

You can delete page overlays that you no longer use.

1 In the printer's properties window, click the **Extras** tab.

2 Click **Edit** in the Overlay section.

3 Select the overlay you want to delete from the Overlay List box.

4 Click **Delete Overlay**.

5 When a confirming message window appears, click **Yes**.

6 Click **OK** until you exit the Print window.

Setting Up the Locally Shared Printer

You can connect the machine directly to a selected computer, which is called the "host computer," on the network. Your machine can be shared by other users on the network through a Windows 9x, Me, 2000, XP or NT 4.0 network printer connection.

In Windows 9x/Me

Setting Up the Host Computer

1. Start Windows.
2. From the **Start** menu, select **Control Panel** and double-click on the **Network** icon.
3. Check the **File and Print Sharing** box and click **OK**.
4. Click **Start** and select **Printers** from **Settings**. Double-click your printer name.
5. Select **Properties** in the **Printer** menu.
6. Click the **Sharing** tab and check the **Shared As** box. Fill in the **Shared Name** field and then click **OK**.

Setting Up the Client Computer

1. Right-click **Start** and select **Explorer**.
2. Open your network folder in the left column.
3. Right-click the shared name and select **Capture Printer Port**.
4. Select the port you want, check the **Reconnect at log on** box and then click **OK**.
5. From the **Start** menu, select **Settings** and then **Printers**.
6. Double-click your printer icon.
7. From the **Printer** menu, select **Properties**.
8. From the **Details** tab, select the printer port and click **OK**.

In Windows NT 4.0/2000/XP

Setting Up the Host Computer

1. Start Windows.
2. For Windows NT 4.0/2000, from the **Start** menu, select **Settings** and then **Printers**.

   For Windows XP, from the **Start** menu, select **Printers and Faxes**.
3. Double-click your printer icon.
4. From the **Printer** menu, select **Sharing**.
5. For Windows NT 4.0, check the **Shared** box.

   For Windows 2000, check the **Shared As** box.

   For Windows XP, check the **Share this printer** box.
6. For Windows NT 4.0, fill in the **Share Name** field and click **OK**.

   For Windows 2000/XP, fill in the **Shared Name** field and click **OK**.

Setting Up the Client Computer

1. Right-click **Start** and select **Explorer**.
2. Open your network folder in the left column.
3. Click the shared name.
4. For Windows NT 4.0/2000, from the **Start** menu, select **Settings** and **Printers**.

   For Windows XP, from the **Start** menu, select **Printers and Faxes**.
5. Double-click your printer icon.
6. From the **Printer** menu, select **Properties**.
7. Press the **Ports** tab and click **Add Port**.
8. Select **Local Port** and click **New Port**.

9 Fill in the **Enter a port name** field and enter the shared name.

10 Click **OK** and click **Close**.

11 For Windows NT 4.0, click **OK**.

For Windows 2000/XP, click **Apply** and click **OK**.

6 SCANNING

Scanning with your machine lets you turn pictures and text into digital files on your computer. Then you can fax or e-mail the files, display them on your web site, or use them to create projects that you can print out using software which came with your machine. You can also buy optional network card and the Network Scan program to scan.

This chapter includes:

- **Scanning Basics**
- **Scanning Using Samsung SmarThru**
- **Scanning Process with TWAIN-enabled Software**
- **Scanning Using the WIA Driver**
- **Scanning Using Network Scan**

Scanning Basics

Your machine offers three (or four) ways to scan:

- From the Samsung SmarThru software: Launch Samsung SmarThru and open the **Scan To** to begin scanning. See below.
- From TWAIN-compliant software: You can use other software including Adobe PhotoDeluxe and Adobe Photoshop. See page 6.5.
- From the Windows Images Acquisition (WIA) driver: Your machine also supports the WIA driver for scanning images. See page 6.6.
- From the optional Network Scan Program: Your machine use the Network Scan program for scanning images. See page 6.7.

NOTES:
- To scan with your machine, you must install the MFP driver.
- Scanning is done through the same LPT or USB port currently assigned for your printer port.

Scanning Using Samsung SmarThru

Samsung SmarThru is the accompanying software for your machine. With the SmarThru, scanning becomes a pleasure.

Follow these steps to start scanning using the SmarThru:

1. Make sure that your machine and computer are turned on and properly connected to each other.

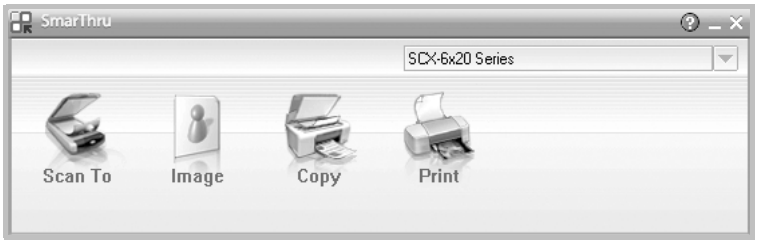
2. Place a single document **face down** on the document glass then close the cover.

   OR

   Load the document(s) to be scanned **face up** into the DADF (Duplex Automatic Document Feeder).

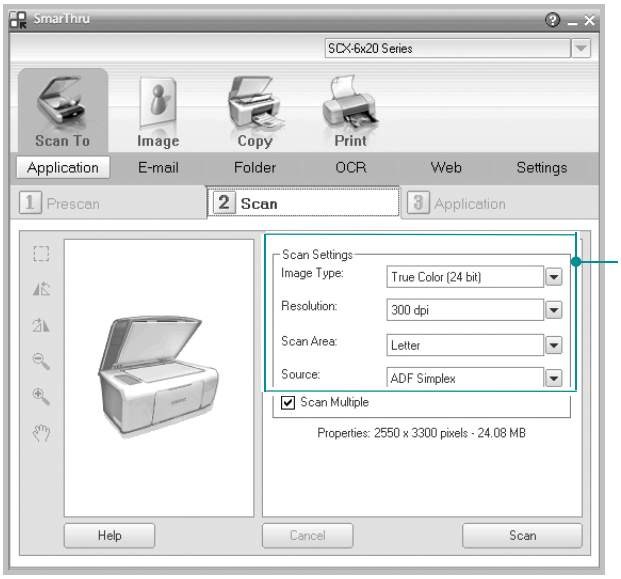
3 Once you have installed Samsung SmarThru, you will see the **SmarThru 4** icon on your desktop. Double-click the **SmarThru 4** icon.

The SmarThru 4 window opens.



- **Scan To**
  Allows you to scan an image and save it in an application or folder, email it, or publish it on a web site.
- **Image**
  Allows you to edit an image you have saved as a graphic file and send it to a selected application or folder, email it, or publish it on a web site.
- **Copy**
  Allows you to produce professional quality copies. You can make black and white or color copying of an image if your machine supports it, and customize the copy settings.
- **Print**
  Allows you to print images you have saved. You can print images in black and white or color mode if your machine supports it, and customize the print settings.

4 Click **Scan To**. The **Scan To** menu bar appears on the SmarThru 4 window.



Scan To lets you use the following services:

- **Application**
  Scanning an image and placing it in an image eidtor application, such as Paint or Adobe PhotoShop.
- **E-mail**
  Scanning an image and emailing it. Allows you to scan an image, preview it, and email it.

NOTE: To send an image by e-mail, you must have a mail client program, like Outlook Express, which has been set up with your e-mail account.

- **Folder**
  Scanning an image and saving it to a folder. Allows you to scan an image, preview it, and save to a folder you choose.
- **OCR**
  Scanning an image and performing text recognition. Allows you to scan an image, preview it, and send it to the OCR program for text recognition.

  - Recommended Scan Option for OCR
  - Resolution: 200 or 300 dpi
  - Image Type: Grayscale or Black & White
- **Web**
  Scanning an image, previewing it, and publishing it on a web site using the specified file format for the picture you want to publish.

- **Setting**
  Customizing settings of **Scan To** basic functions. Allows you to customize settings for **Application**, **Email**, **OCR**, and **Web** functions.

5 Click the service icon according to your job.

6 The SmarThru 4 opens for the selected service. Adjust the scan settings.

You can use the button to receive on-line help, or refer to the balloon that appears when you move the cursor over a button on the SmarThru 4 window.

7 To start scanning, click **Scan**.

NOTE: If you want to cancel the scan job, click **Cancel**.

Scanning Process with TWAIN-enabled Software

If you want to scan documents using other software, you will need to use TWAIN-compliant software, such as Adobe PhotoDeluxe or Adobe Photoshop. The first time you scan with your machine, you will need to select it as your TWAIN source in the application you will use.

The basic scanning process involves a number of steps:
- Place your photograph or page on the document glass.
- Open an application, such as PhotoDeluxe or Photoshop.
- Open the TWAIN window and setting the scan options.
- Scan and save your scanned image.

You need to follow the programme's instructions for acquiring an image. Please refer to the user's guide for the application.

Scanning Using the WIA Driver

Your machine also supports the Windows Image Acquisition (WIA) driver for scanning images. WIA is one of the standard components provided by Microsoft® Windows® XP and works with digital cameras and scanners. Unlike the TWAIN driver, the WIA driver allows you to scan and easily manipulate images without using additional software.

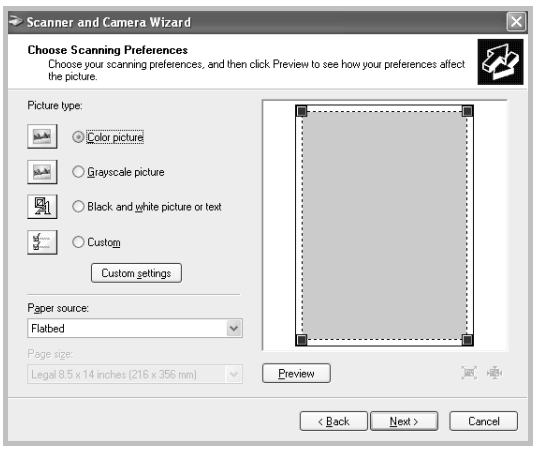
NOTE: The WIA driver works only on Windows XP and USB port.

1. Load the document you want to scan in either the DADF or on the document scan glass.

2. From the **Start** menu on your desktop window, select **Settings**, **Control Panel**, and then **Scanners and Cameras**.

3. Double click your machine icon. The Scanner and Camera Wizard launches.

4. Choose your scanning preferences and click **Preview** to see how your preferences affect the picture.



5. Enter a picture name, and select a file format and destination to save the picture.

6. Follow the on-screen instructions to edit the picture after it is copied to your computer.

NOTE: If you want to cancel the scan job, press the **Stop/Clear** button on the control panel.

Scanning Using Network Scan

About Network Scan

NOTE: To use this function, you need to install an optional network interface card and configure the network settings. For details, see "Installing a Network Interface Card" on page D.2. If you use SCX-6220, you also need to install an Alphabet keypad. See page D.6.

The Network Scan function on your machine allows you to scan a document on your machine as JPEG, TIFF or PDF format and save it to a network-connected PC.

To use this feature, you must install a Network Scan program on the PC. For details about installing the program, see below.

Installing the Network Scan Program

1. Insert an optional Samsung Network Scan CD-ROM into your CD-ROM drive.

   The Samsung Network Scan CD-ROM should automatically run.

2. Select the language you want to install, and click **OK**.

3. When the installation window opens, click **Next**.

4. Installation is automatically started and the Samsung Network Scan Manager program opens.

5. Installation is finished and the Samsung Network Scan Manager window opens.

Adding an User

To register yourself as an authorized Network Scan user, use the Samsung Network Scan Manager window.

1. In the window, click the **Add Device** button.
2. Click **Next**.
3. Select detecting method to find you machine, and click **Next**. Enter your machine's IP address you assigned if necessary.
4. Enter your ID and PIN (Personal Identification Number) you will use with your machine and click **Next**.

Removing the User

To remove the authorized user, click the **Remove Device** button and follow the on-screen instruction to complete removing.

NOTE: Use the **Help** button to see on-line help about the Network Scan program.

Scanning Using Network Scan

Using this feature, you can scan a document from your machine to a PC without touching the PC itself.

If you use SmarThru, you must start the scan procedure from the PC, and the scanned data will go only to the PC which is directly connected to the machine.

1. Load the document you want to scan in either the DADF or on the document scan glass.

2. Press **Network Scan**.

   The Network scan Idle screen shows "Netscan Login:" in the top line of the display.

3. Customize the **Original Type** and **Duplex** settings using the control panel buttons.
   - **Original Type**: select **Text**, **Text/Photo** and **Photo** for Black & White image type and **Color** for color image type.
   - **Duplex**: select **Yes** for both sides of a document.

4. Enter your ID and password using the alphabet keypad, and then press **Enter**.

   Or, press **Address Book**. The display shows user id for the entire user subscribed for the Network scan facility in alphabet order. Select one using the scroll buttons and press **Enter**.

   Or, enter a set of characters or numbers and press **Address Book**. The closest matching entries are shown. Select one using the scroll buttons and press **Enter**.

5. Enter PIN protects your machine against unauthorized use and press **Enter**.

6. Press the scroll buttons to display "Scan Preference" at the bottom line and press **Enter**.

7. Choose the file type and resolution and then press **Enter**.
   - **Black & White**: If you select this option, select file type **PDF** or **TIFF**.
   - **Color JPE-200**: If you select this option, **200 dpi** resolution and **JPEG** file type will be automatically selected.
   - **Resolution** - Select resolution 100 dpi, 200 dpi, 300 dpi or 400 dpi.

8 Press the scroll buttons to display “Start Scanning” and press **Enter**.

If you press **Enter** when the display shows “Logout”, your machine returns to the Standby mode.

9 The document will be scanned to the PC where the Network Scan program is running.

If your file type is **TIFF** or **PDF**, the display asks if you want to scan another page. Select “Yes” using the scroll buttons and press **Enter**. The next page is scanned and stored as the connected document. Repeat this until all pages are scanned then select “No”.

Setting Network Scan Timeout

If you do not send any refresh request or does not perform any job within the stored time, the machine returns to the Standby mode.

To set the network scan timeout option:

1 Press **Menu** until “Sys Admin Tools” appears on the top line of the display.

2 Press the scroll buttons until “Netscan Timeout” appears on the bottom line and then press **Enter**.

3 Enter the desired timeout value and press **Enter**.

The default value is 30 minutes.

4 The change will be broadcasted over the network and effective to all clients connected to the network.

7 MAINTENANCE

This chapter provides information for maintaining the cartridge and your machine.

This chapter includes:

- **Cleaning Your Machine**
- **Expected Cartridge Life**
- **Replacing the Toner Cartridge**
- **Setting to ignore the toner Empty warning message**
- **Replacing the Drum Cartridge**
- **Checking the Serial Number**
- **Adjusting Shading**
- **Setting to Notify Toner Low**
- **Consumables and Replacement Parts**
- **System Administration Tools**
- **Setting E-mail Notification**

Cleaning Your Machine

Keeping the scan unit clean helps ensure the best possible copies. We suggest that you clean the scan unit at the start of each day and during the day as needed.

CAUTIONS:

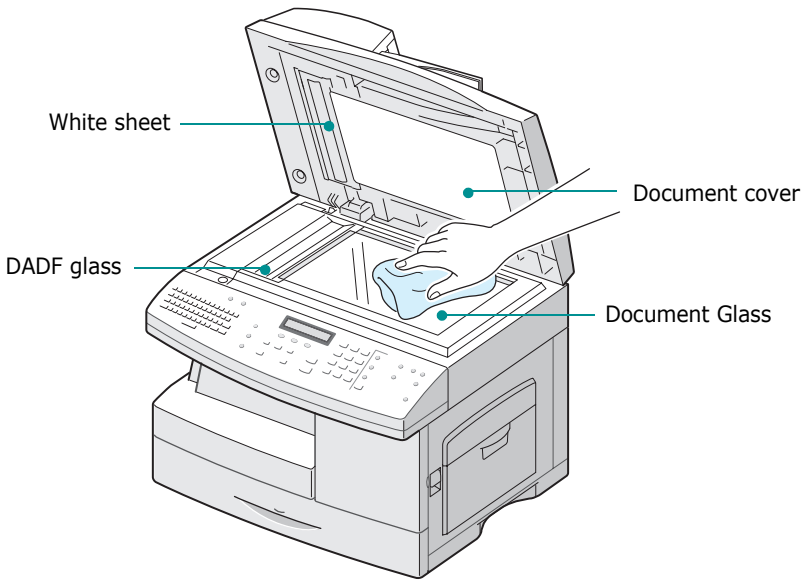
- Cleaning the cabinet of the machine with cleaning materials containing large amounts of alcohol, solvent, or other strong substances can discolor or crack the cabinet.
- While cleaning the inside of the machine, be careful not to touch the transfer roller, located underneath the toner cartridge. Oil from your fingers can cause print quality problems.

Cleaning the Outside

Clean the cabinet of the machine with a soft lint-free cloth. You can dampen the cloth slightly with water, but be careful not to let any water drip onto or into the machine.

Cleaning the Scan Unit

1. Slightly dampen a soft lint-free cloth or paper towel with water.
2. Open the document cover.
3. Wipe the surface of the document glass and DADF glass and white sheet until it is clean and dry.



4 Wipe the underside of the white document cover and white sheet until it is clean and dry.

5 Close the document cover.

Expected Cartridge Life

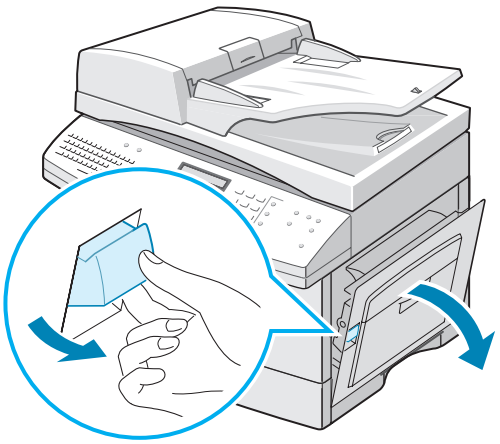
The life of your toner cartridge depends on the amount of toner used in each print job. For instance, when you print a typical business letter with about 5% page coverage, you can expect a toner cartridge life of approximately 8,000 pages. The actual number may vary according to the print density of the page you print. If you print a lot of graphics, you may need to change the cartridge more often.

Replacing the Toner Cartridge

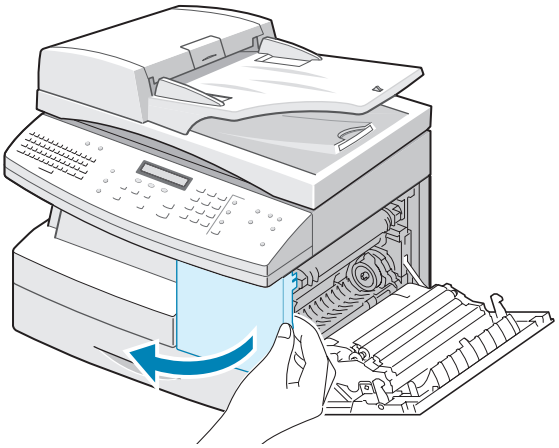
When the toner cartridge is near the end of its life, white streaks or hue change will occur. The LCD displays a warning message "Toner Low." You can temporarily re-establish the print quality by re-distributing the remaining toner in the cartridge.

To do this:

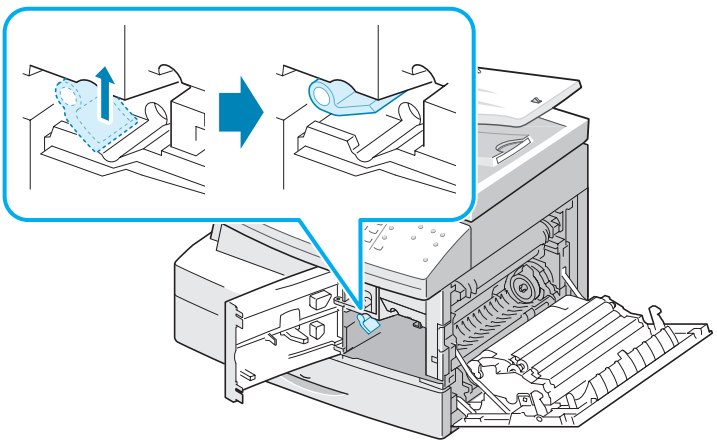
1 Pull the release lever to open the side cover.



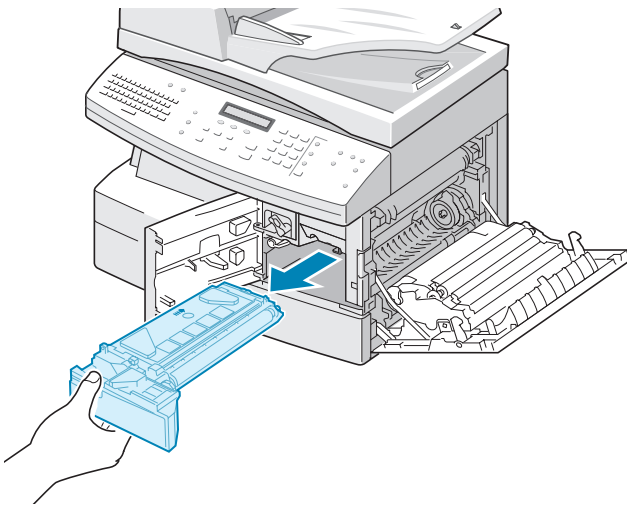
2 Open the front cover.



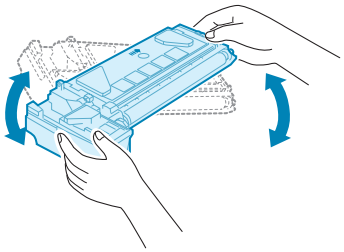
3 Turn the cartridge locking lever upwards to release the toner cartridge.



4 Pull the toner cartridge out.



5 Gently shake the cartridge to distribute the toner evenly inside the cartridge.



NOTE: If the toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets the toner into fabric.

6 Reinstall the cartridge and turn the cartridge locking lever downwards.

7 Close the front cover, then the side cover.

8 The machine returns to Standby mode. This is typically successful only one time.

When the toner eventually runs out, the toner cartridge needs to be replaced. The display shows the warning message "Toner Empty." or "Toner Empty Replace Toner."

Take the following steps to replace the toner cartridge:

1 Refer to steps 1 through 4 on page 7.3.

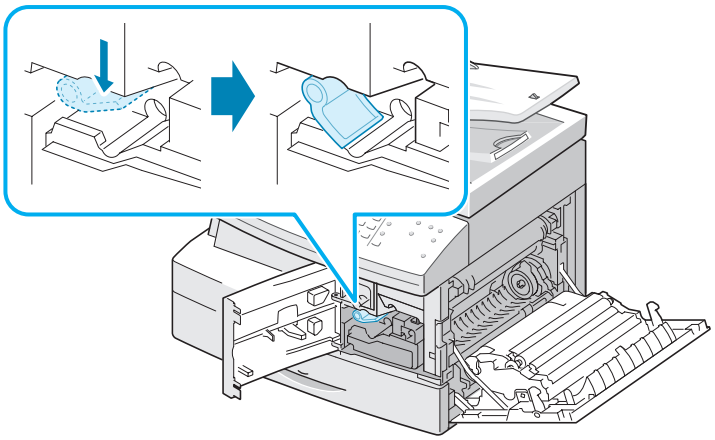
2 Unpack a new toner cartridge and shake it horizontally four or five times.

Save the box and the cover for shipping.

NOTE: Help the environment by recycling your used toner cartridge. Refer to the recycling brochure packed with the toner cartridge for details.

3 Slide the new toner cartridge in until it locks in place.

4 Turn the cartridge locking lever downwards until it locks in place.



5 Close the front cover, then the side cover.

6 The machine returns to Standby mode.

Setting to ignore the toner Empty warning message

When the toner cartridge is nearly empty, the machine shows the "Toner Empty" or "Toner Empty Replace Toner" message and stops printing. In this case, the SCX-6320F saves incoming faxes in memory.

You can set the machine to ignore the "Toner Empty" message when it displays and to continue printing, even though print quality is not optimal.

NOTE: This feature does not work for the "Toner Empty Replace Toner" message.

1 Press **Menu** until "Machine Setup" appears on the display.

2 Press the scroll button until "Ignore Toner Empty" appears on the bottom line and press **Enter**.

3 Press the Scroll button to select "On" or "Off".

Select "On" to ignore the Toner Empty message.

Select "Off" to stop printing when the message appears. This is the default setting.

4 Press **Enter** to save the selection.

5 To return to Standby mode, press **Stop/Clear**.

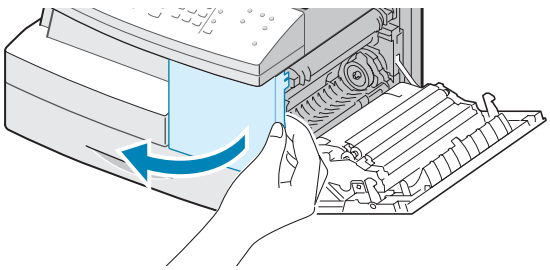
Replacing the Drum Cartridge

The useful life of the drum cartridge is approximately 20,000 copies. The LCD displays "DRUM WARNING" when the drum is near the end of life. Approximately 2,000 more copies can be made, but you should have a replacement drum cartridge in stock. The "Replace Drum" message will be displayed until the drum cartridge is replaced.

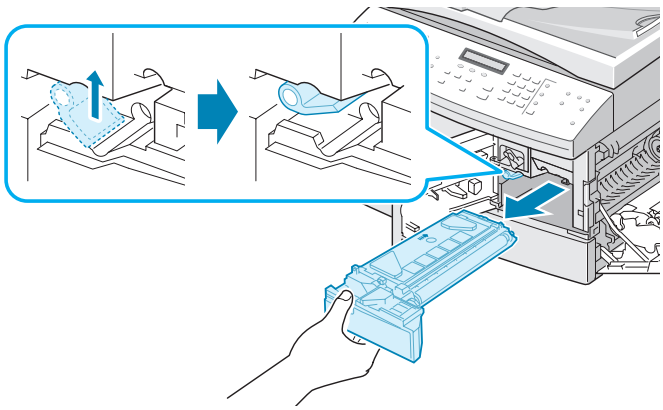
To replace the drum cartridge:

1 Open the side cover, then the front cover.

The side cover is open before opening the front cover.

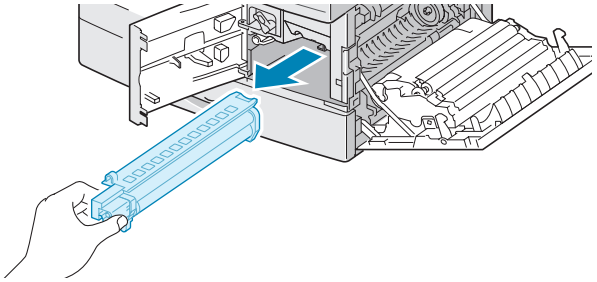


2 Turn the cartridge locking lever upwards to unlock the toner cartridge, then pull the toner cartridge out.



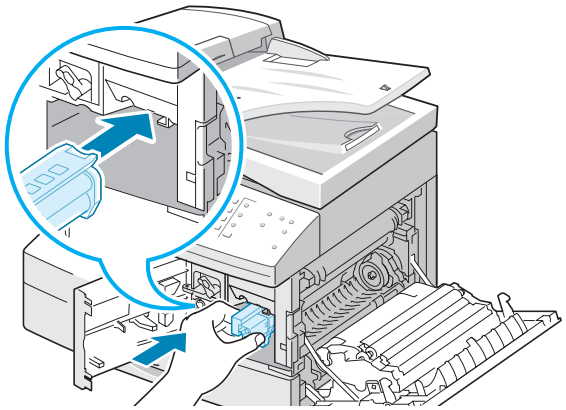
NOTE: The toner cartridge must be removed to replace the drum cartridge.

3 Pull the used drum cartridge out.

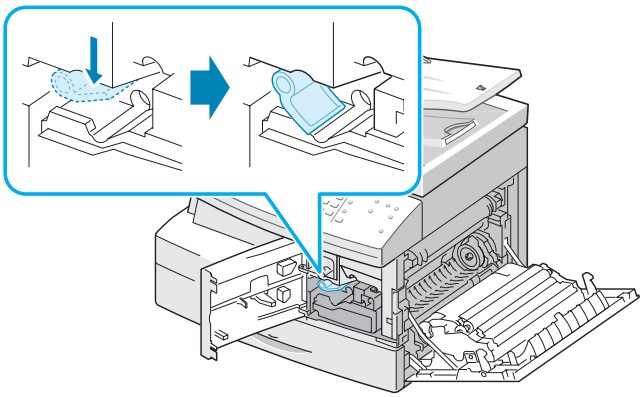


NOTE: Help the environment by recycling your used drum cartridge. Refer to the recycling brochure packed with the drum cartridge for details.

4 Unpack the new drum cartridge and slide it into place, making sure not to touch the surface of the drum.



5 Reinstall the toner cartridge, and then lock the lever.



6 Close the front cover and the side cover.

7 The machine returns to Standby mode.

NOTE: If you do not reset the counter, "Drum Warning" or "Drum Empty" may appear before the current drum cartridge's time is up.

Checking the Serial Number

1 Press **Menu** until "Sys. Admin Tools" displays on the top line. Or, press **Menu** and **0** using the number keypad to display "Sys. Admin Tools". If the menu is protected by a password, you need to enter the password.

2 Press the scroll buttons until "Maintenance" displays on the bottom line and then press **Enter**.

3 Press the scroll buttons until "Serial Number" displays on the bottom line and then press **Enter**. You can check the serial number of this machine.

4 To return to the idle mode, press **Stop/Clear**.

Adjusting Shading

If the scanning unit becomes dirty, it can alter the shading value. If your print has black lines or is blurred, adjust the shading settings.

1 Load a sheet of white paper on the scan glass.

2 Press **Menu** until "Sys. Admin Tools" displays on the top line. Or, press **Menu** and **0** using the number keypad to display "Sys. Admin Tools". If the menu is protected by a password, you need to enter the password.

3 Press the scroll buttons until "Maintenance" displays on the bottom line and then press **Enter**.

4 Press the scroll buttons until "Adjust Shading" displays on the bottom line and then press **Enter**.

5 You are asked to confirm the selection. Select "Yes."

6 To return to the idle mode, press **Stop/Clear**.

Setting to Notify Toner Low

If you have set this Notify Toner Low option to "On", when the toner cartridge needs to be replaced, your machine automatically sends a fax to your service company or the dealer to notify them that your machine requires a new cartridge.

1 Press **Menu** until "Sys. Admin Tools" displays on the top line. Or, press **Menu** and **0** using the number keypad to display "Sys. Admin Tools". If the menu is protected by a password, you need to enter the password.

2 Press the scroll buttons until "Maintenance" displays on the bottom line and then press **Enter**.

3 Press the scroll buttons until "Notify Toner Low" displays on the bottom line and then press **Enter**.

4 Using the scroll buttons, select "On" to enable this feature and then press **Enter**.

If you select "Off" you cannot use this feature.

5 Enter your phone number and then press **Enter**.

6 Enter your name and then press **Enter**.

7 Enter the service company's fax number and press **Enter**.

8 Enter the serial number of your machine and press **Enter**.

9 To return to the idle mode, press **Stop/Clear**.

Consumables and Replacement Parts

From time to time, you will need to replace the toner and drum cartridges, roller, and fuser unit to maintain top performance and to avoid print quality problems and paper feed problems resulting from worn parts.

The following items should be replaced after you have printed a specified number of pages. See the table below.

Items	Yield(Average)
DADF Rubber Pad	Approx. 20,000 pages
DADF Roller	Approx. 50,000 pages
Paper Feeding Roller	Approx. 100,000 pages
Transfer Roller	Approx. 100,000 pages
Fuser Unit	Approx. 100,000 pages

To purchase the consumables and replacement parts, contact your local Samsung dealer or outlet you bought your machine from. We strongly recommend that items be installed by a trained service professional, except for the print cartridge.

System Administration Tools

The System Admin Tools menu contains a number of parameters and features that may be configured which are categorized as System Administration Tools. These particular tools are placed in the System Admin Tools menu to provide an optional level of protection. The System Admin Tools menu may be protected by enabling the need to enter a password to access the menu.

The following options and features are accessed through the System Admin Tools menu. Some of these features have been discussed in a separate chapter:

- Password Protect - enables or disables the need to enter a password to protect the System Admin Tools menu.
- Department Code - enables or disables the department code.
- Auxiliary Access - enables or disables the machine as a public billing machine.
- Network Setup - sets the network configuration for this machine. For details, see page D.8.
- Email Setup - sets the e-mail configuration for this machine. See the Facsimile User's Guide.
- Change Passcode - changes the password used to access the System Admin Tools menu.
- Clear Memory - clears the machine's memory. See the Facsimile User's Guide.
- Maintenance - provides several maintenance options.
- Mailbox Setup - creates or deletes mailboxes. See the Facsimile User's Guide.
- Fax/Email Forward - sets the machine to forward fax or email messages. See the Facsimile User's Guide.
- Netscan Timeout - sets the length of time the machine waits after a job is scanned before it is deleted from the machine's data base. See page 6.10.

Password Protect

The System Admin Tools options may be protected by setting this option to **Yes**. When this option is set to **Yes**, accessing the System Admin Tools will require entering the password.

To enable the password required for the System Admin Tools menu:

1. Press **Menu** until "Sys. Admin Tools" displays on the top line. Or, press **Menu** and **0** using the number keypad to display "Sys. Admin Tools".

"Password Protect" displays on the bottom line, press **Enter**.

2 Using the scroll buttons, select "Yes" to enable this feature and enter the password. You may use up to 4 digits for the password. If you select "No", this feature turns off.

3 To return to the idle mode, press **Stop/Clear**.

Department Code

Department codes may be used when sending faxes in order to track fax usage or for accounting purposes. When Department Codes have been enabled, the user will be prompted for a 3-digit department code every time they send a fax. They do not have to enter a department code if they so desire. A Department Journal can be printed that sorts all fax jobs by department.

Setting the Department Codes

1 Press **Menu** until "Sys. Admin Tools" displays on the top line. Or, press **Menu** and **0** using the number keypad to display "Sys. Admin Tools".

2 Press the scroll buttons until "Department Code" displays on the bottom line and then press **Enter**.

3 Enter your master code and press **Enter**.

4 When "Set" displays on the bottom line, press **Enter**.

5 Enter a department code and press **Enter**. You can enter a department number from 1 to 50.

6 Enter a name for the department and press **Enter**.

7 Enter a 5-digit password and press **Enter**.

8 To add another department code, repeat steps above. To return to the idle mode, press **Stop/Clear**.

Printing the Department Codes and Journal

1 Access the Department Code menu. Follow the same procedures in the steps 1 through 2 in "Setting the Department Codes."

2 Enter your existing master code and press **Enter**.

3 Press the scroll buttons until "Print" displays on the bottom line and press **Enter**.

4 Using the scroll buttons, select "Department Codes" or "Department Journal" and press **Enter**.

The information report which shows all the department codes or all fax jobs sorted by departments will be printed.

5 To return to the idle mode, press **Stop/Clear**.

Managing the Department Codes

1 Access the Department Code menu. Follow the same procedures in the steps 1 through 2 in "Setting the Department Codes."

2 Enter your existing master code and press **Enter**.

3 Press the scroll buttons until "Management" displays on the bottom line and press **Enter**.

4 The following options are available:

Department Mode: allows you to enable or disable the department code feature.

Clear Department: allows you to clear the department journal or codes. You can clear all the department code or a selected department code.

Change M. Code: allows you to delete or change the master code. If you want to change the master code, enter a new master code number.

Auxiliary Access

You can set your machine to be used as a coin machine.

1 Press **Menu** until "Sys. Admin Tools" displays on the top line. Or, press **Menu** and **0** using the number keypad to display "Sys. Admin Tools".

2 Press the scroll buttons until "Auxiliary Access" displays on the bottom line and then press **Enter**.

3 Using the scroll buttons, select "Yes" or "No."

4 To return to the idle mode, press **Stop/Clear**.

Change Passcode

This menu allows you to change the password used for the protecting the System Admin Tools menu.

1 Press **Menu** until "Sys. Admin Tools" displays on the top line. Or, press **Menu** and **0** using the number keypad to display "Sys. Admin Tools".

2 Press the scroll buttons until "Change Password" displays on the bottom line and then press **Enter**.

3 Enter the current password and then press **Enter**.

4 Enter a new password and then press **Enter**.

5 To return to the idle mode, press **Stop/Clear**.

Clearing Memory

You can selectively clear the memory of your machine using this menu. For the fax-related journal or e-mail related journal memory, please refer the corresponding chapters.

1 Press **Menu** until "Sys. Admin Tools" displays on the top line. Or, press **Menu** and **0** using the number keypad to display "Sys. Admin Tools".

2 Press the scroll buttons until "Clear Memory" displays on the bottom line and then press **Enter**.

3 Using the scroll buttons, select the data you want to clear and then press **Enter**. The selected memory will be cleared.

4 To return to the idle mode, press **Stop/Clear**.

Setting E-mail Notification

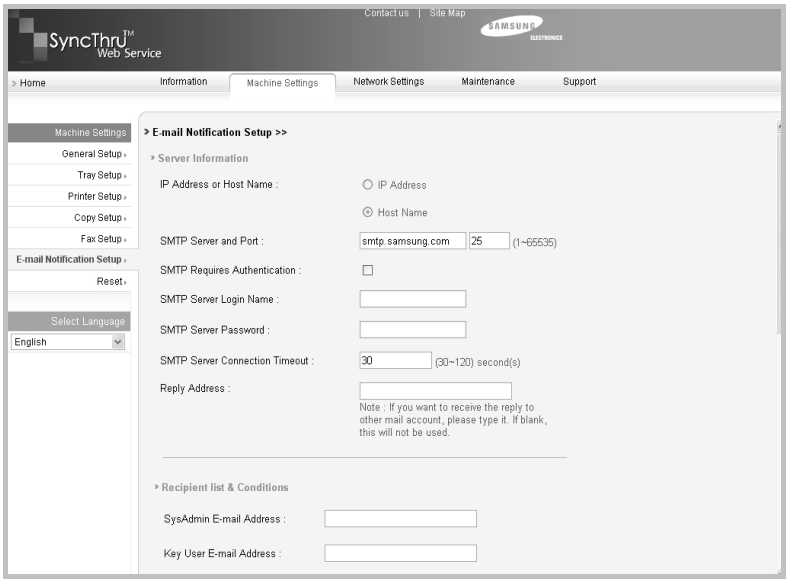
This feature allows you to know your machine's status through your e-mail. To set E-mail Notification, you need to enter some information in the SyncThru Web Service.

In the Web Browser address bar, enter your machine's IP address you assigned. Then the SyncThru Web Service opens. It is consist of the Information, Machine Setup, Network Settings, Maintenance and support tabs.

Setting the Machine Setup tab

Select the **Machine Setup** tab and then configure the E-mail Notification option.

You may see the following window.



In the Server Information section

In this section, you can enter your machine's network information.

- **IP Address or Host Name**: select IP Address or Host Name. If you select host name, you need to enter your DNS setting in the TCP/IP of Network Settings tab.
- **SMTP Server and Port**: enter your SMTP Server Host name or SMTP Server IP address and port that will be used to connect to the SMTP Server. Port is from 1 to 65535. The Default Value is 25.

NOTE:

- You can not select a web mail server with no SMTP support as a SMTP server.
- Do not chane port number unless you have no problem relating to firewall.

- **SMTP Requires Authentication**: check if the SMTP server need to be authenticated.
- **SMTP Server Login**: enter your login name.
- **SMTP Server Password**: enter your login password.
- **SMTP Server Connection Timeout**: enter the timeout value. Within the timeout value, you have to access the SMTP server. You can enter from 30 to 120 seconds. The default value is 30 seconds and if there is no problem to access the SMTP server within 30 seconds, do not change the default value.
- **Reply Address**: enter the e-mail address you want to receive a reply mail.

NOTE: If you want to receive the reply to other mail account, please type it. If blank, this will not be used.

In the Recipient list & Conditions section

In this section, you can enter the receivers' e-mail addresses who will get the E-mail Notification information and decide which information will be sent.

- **SysAdmin E-mail Address**: enter the system administrator's e-mail address.
- **Key Users E-mail Address**: enter the most important manager's e-mail address.
- **Service E-mail Address**: enter the service administrator's e-mail address.
- **Consumable Shortage Warning**: select who will receive the consumable shortage warning mail.
- **Consumable Status Report**: select who will receive the consumable status report mail.
- **Alert System Error**: select who will receive the alert system error mail.

In the Select Notification section

In this section, you can select various settings.

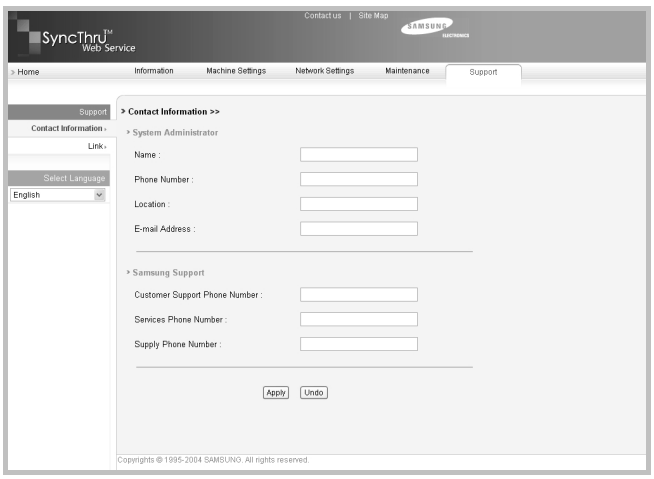
- **Consumable Shortage Warning**: select **Off** not to send the consumable shortage warning mail or **After the remaining level is approximately 20%** to send e-mail when the remaining items are almost at the end of their life.

NOTE: Remaining level will follow in system and there is a possibility this percentage being different.

- **Consumable Status Report**: select **Off** not to send the consumable status report mail or **Every 1000 pages** to send e-mail after printing 1000 pages. The mail contains information about firmware version, toner count and currently installed option.
- **Alert System Error**: check the option you want to know when error occurs.

Setting the Contact Information tab

Select the **Support** tab to know and enter some information in the **Contact Information** section.



- **Name**: enter the e-mail sender's name like your office name.
- **Phone Number**: enter a phone number recorded in the E-mail Notification mail.
- **Location**: enter a position information recorded in the E-mail Notification mail.
- **Address**: enter the sender's e-mail address.

NOTE: It is possible that Firewall in the network will prevent e-mail transmission.

8 TROUBLESHOOTING

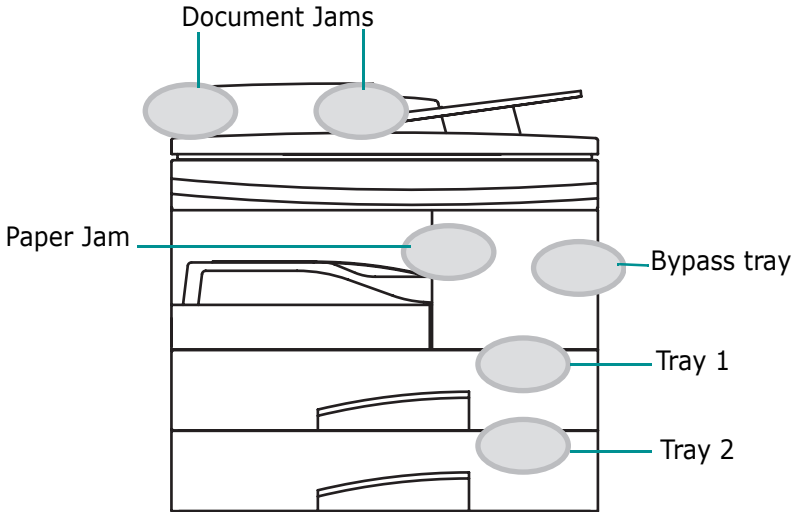
This chapter gives helpful information for what to do if you encounter an error.

This chapter includes:

- **Fault Clearance**
- **Document Jams**
- **Paper Jams**
- **LCD Error Messages**
- **Solving Problems**

Fault Clearance

When a fault occurs, check the Status Map on the Control Panel. A green blanking LED identifies the problem area:



Document Jams

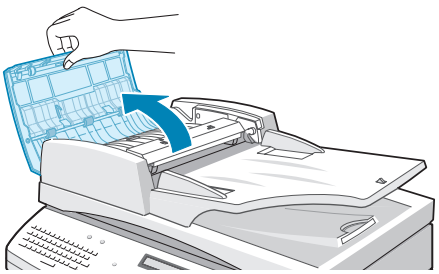
If a document jams while it is feeding through the DADF, "Document Jam" appears on the display.

Details for clearing the three types of document misfeeds are given below.

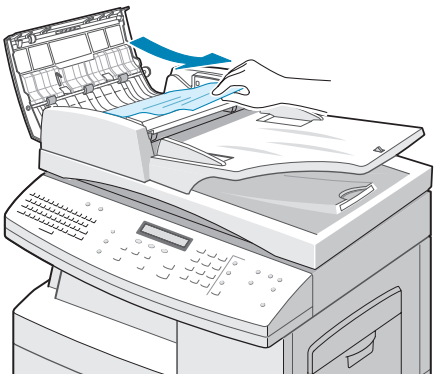
Input Misfeed

1 Remove the remaining documents from the DADF.

2 Open the DADF top cover.



3 Pull the document gently to the right and out of the DADF.



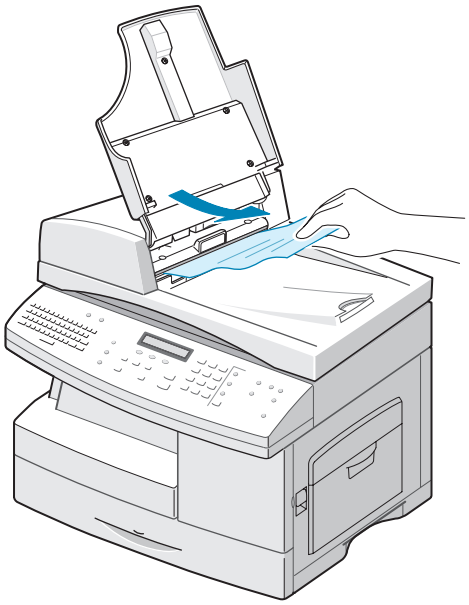
4 Close the DADF top cover. Then place the documents back into the DADF.

NOTE: To prevent document jams, use the document scanner glass for thick, thin or mixed documents.

Exit Misfeed

1 Remove the remaining documents from the DADF.

2 Open the document input tray upward and Pull the document gently out of the DADF.

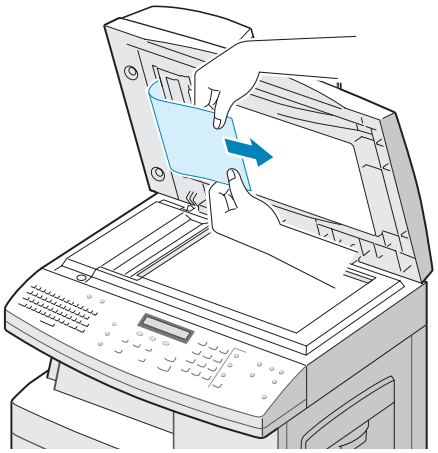


3 Close the document input tray. Then place the documents back into the DADF.

Roller Misfeed

1 Open the document cover.

2 Seize the misfed document, and remove the document from the DADF or the feed area by carefully pulling it right wards using both hands.



3 Close the document cover. Then place the documents back into the DADF.

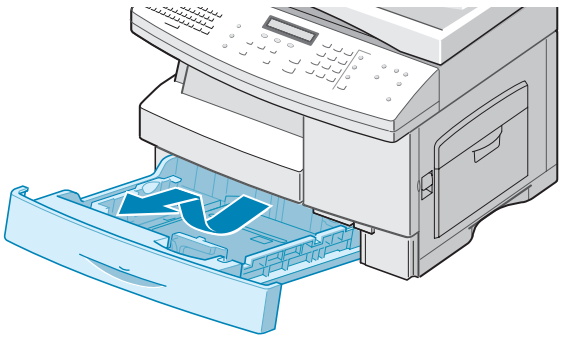
Paper Jams

If paper jams occur, "Paper Jam" appears on the display. Follow the steps below to clear the jam. To avoid tearing the paper, pull the jammed paper out gently and slowly.

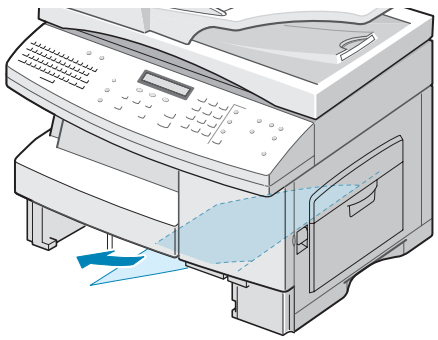
Paper Feed Area

If the paper jams in the feed area, "Paper Jam0" appears on the display.

1 Pull out the paper Tray to open. After you pull it out completely, lift the front part of the Tray slightly up to release the Tray from the machine.



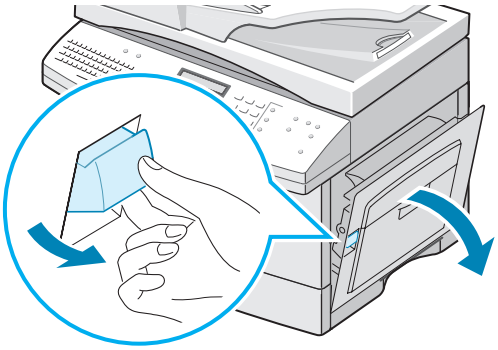
2 Remove the jammed paper by gently pulling it straight out.



Once you remove the jammed paper here, open the side cover and then close it to clear the "Paper Jam0" message on the display.

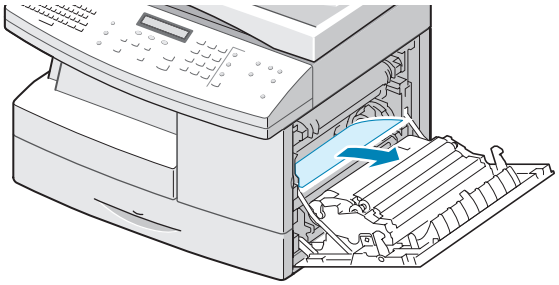
If there is any resistance, and the paper does not move immediately when you pull, stop pulling. Then:

3 Pull the release lever to open the side cover.

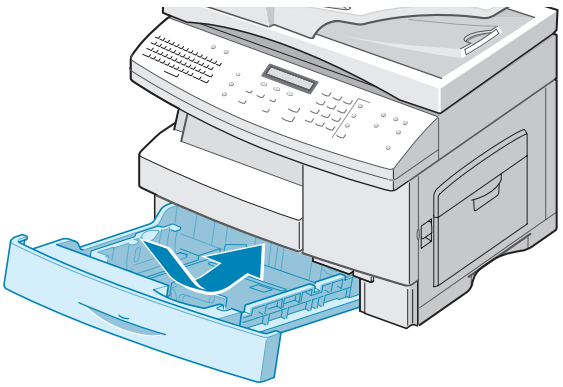


NOTE: Do not touch the shiny drum cartridge surface. Scratches or smudges will result in poor copy quality.

4 Carefully remove the misfed paper in the direction shown.



5 Close the cover and insert the paper Tray. Lower the rear part of the Tray to align the rear edge with the corresponding slot of the machine, then insert it completely.



Fuser Area

If the paper jammed in the fuser area, "Paper Jam 1" appears on the display:

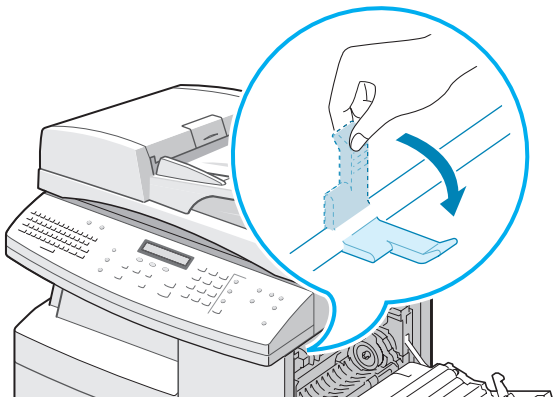
NOTE: The fuser area is hot. Take care when removing paper from the machine.

1 Lift the release lever to open the side cover.

2 Pull down on the fuser lever as shown below.

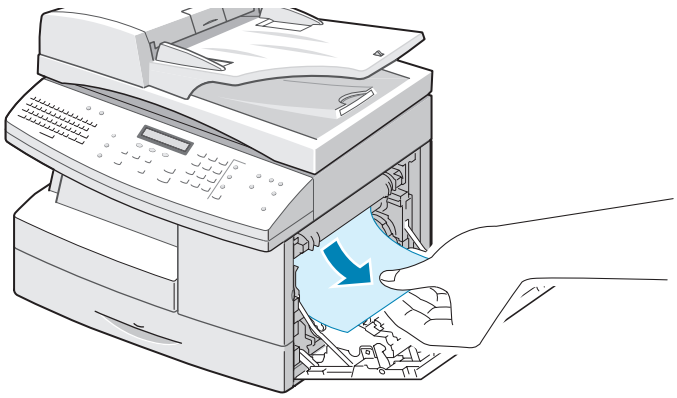
This will release pressure on the paper.

If paper is not seen in this area, skip to the Exit Area.

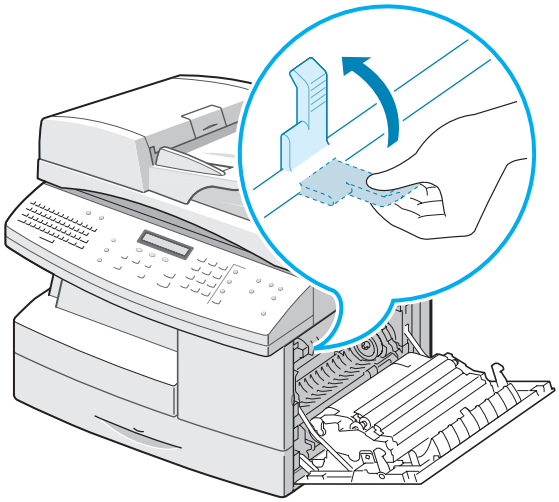


NOTE: Do not pull paper up through the fusing unit. Unfused toner may adhere to the area, resulting in smudged copies.

3 Remove the jammed paper, in the direction shown.



4 Push the fuser lever up, and then close the side cover.

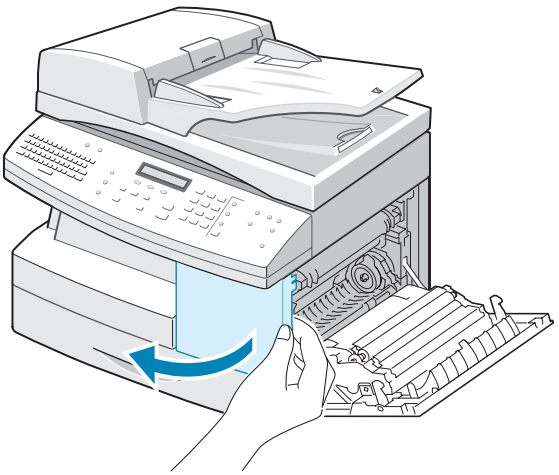


Paper Exit Area

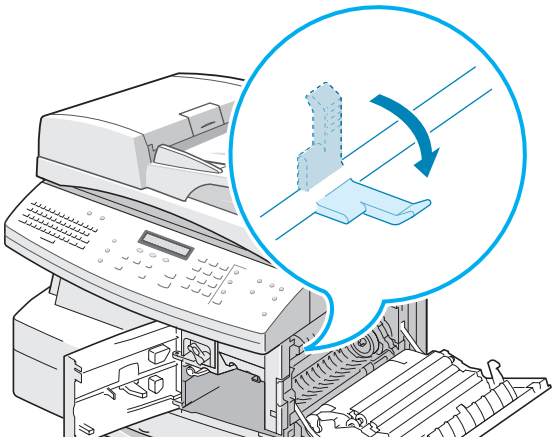
If the paper jammed in the exit area, "Paper Jam 2" appears on the display.

1 Press the release lever to open the side cover.

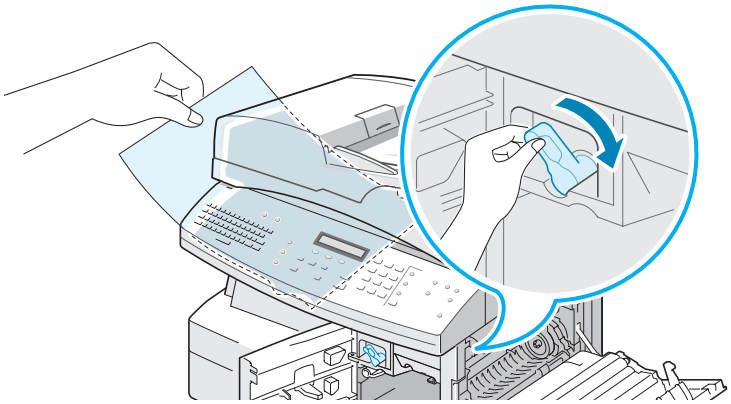
2 Open the front cover.



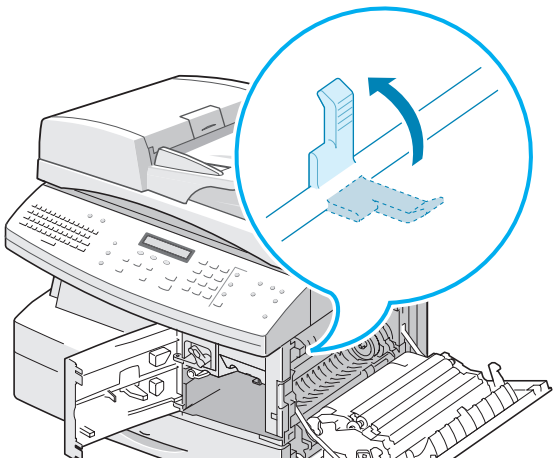
3 Pull down on the fuser lever. This will release pressure on the paper.



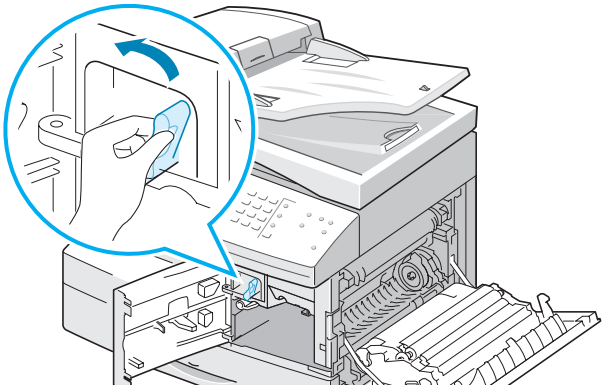
4 Turn the Jam Remove Lever in the direction of the arrow to move the paper to the exit area, then gently pull the paper out through the exit area.



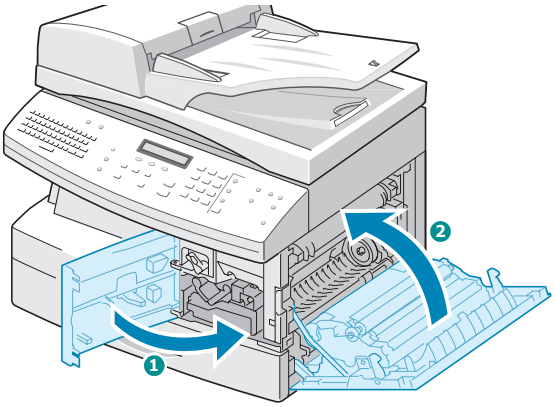
5 Push the fuser lever up.



6 Turn the Jam Remove Lever back to the original position.



7 Close the front cover ❶ and the side cover ❷ .



Duplex Jam

If paper jam occurs in the duplex, "Duplex Jam" appears on the display.

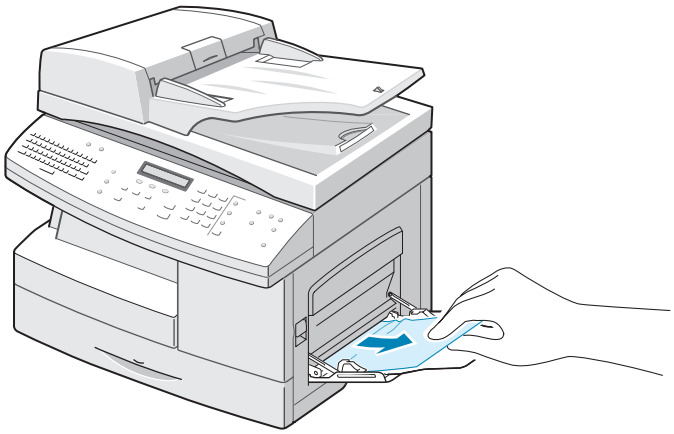
1 Press the release lever to open the side cover.

2 Remove the jammed paper. Then close the side cover.

Bypass Tray Jam

"Bypass Jam" appears on the display when you try to print using the Bypass Tray and the machine does not detect paper due to no paper or improper paper loading.

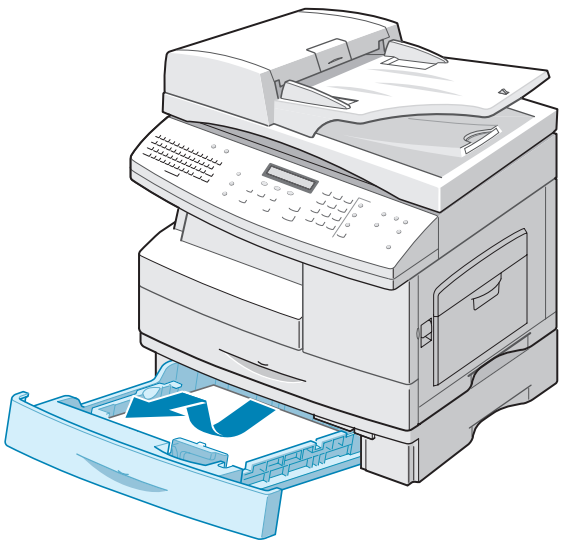
"Bypass Jam" also may occur when the paper is not properly fed into the machine through the Bypass Tray. In that case, pull the paper out of the machine.



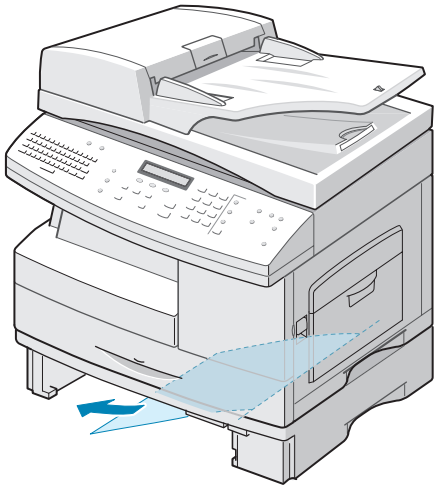
Optional Tray2 Jam

If paper is jammed in the optional tray2, 'Jam0 In Tray2' appears on the display.

1 Pull the paper Tray to open. After you pull it out completely, lift the front part of the Tray slightly up to release the Tray from the machine



2 Remove the paper in the direction shown. To avoid the paper torn, pull it out gently and slowly.



To clear paper jam in Tray 2, follow the instructions on page 8.5.

LCD Error Messages

Display	Meaning	Solution
Bypass Jam	The machine detects no feeding from the Bypass Tray.	Load paper in the Bypass Tray.
Comm. Error (only for SCX-6320F)	The machine has a problem in communication.	Try resending the fax.
Document Jam	The loaded document has jammed in the DADF.	Clear the document jam. See page 8.2.
Door Open	The side cover is not securely latched.	Close the side cover until it locks into place.
Drum Warning	The drum cartridge is near the end of its life.	You should ensure a replacement cartridge in stock.
Function Full	The memory is full.	Either delete unnecessary documents, or retransmit after more memory becomes available. The transmission can also be split into more than one operation if it is a large job.
Duplex Jam	Paper has jammed in the middle of a 2-sided print job.	Clear the jam. See page 8.10.
Fuser Error Open Heat Error Heating Error OVER HEAT	There is a problem in the fuser unit.	Unplug the power cord and plug it back in. If the problem still persists, please call for service.
Group not available (only for SCX-6320F)	You have tried to select a group.	Just use a speed dial number or dial a number manually using the number keypad.
Incompatible (only for SCX-6320F)	Remote party did not have the request feature.	Reconfirm the remote machine's features.

Display	Meaning	Solution
Invalid Cartridge	You have used an unauthorized cartridge.	You must use a Samsung-approved cartridge.
Operation Not Assigned (only for SCX-6320F)	You are doing in the Add/Cancel operation, but there is no jobs waiting.	Check the display to see if there is any scheduled job. The display should indicate them in Standby mode, for example. Delay Fax.
Line Busy (only for SCX-6320F)	The remote fax did not answer.	Try again. Contact a recipient to ensure remote machine is functioning correctly.
Line Error (only for SCX-6320F)	Your machine cannot connect with the remote machine, or has lost contact because of a problem with the phone line.	Try again. If the problem persists, wait an hour or so for the line to clear, then try again. Or, turn the ECM mode on. See 'System Data Options' in the Facsimile User's Guide.
LSU Error	A problem has occurred in the LSU (Laser Scanning Unit).	Unplug the power cord and plug it back in. If the problem still persists, please call for service.
Memory Full (only for SCX-6320F)	The memory is full.	Either delete unnecessary documents, retransmit after more memory becomes available, or split the transmission into more than one operation.
No Answer (only for SCX-6320F)	The remote fax machine has not answered after several redial attempts.	Try again. Make sure the remote machine is available.
Poll Code Err.	You have used an incorrect poll code.	Use the correct poll code.

Display	Meaning	Solution
Polling Error	The remote fax machine you want to poll is not ready to respond to your poll. Or, when setting up to poll another fax machine, you have used an incorrect poll code.	The remote operator should know in advance that you are polling and have the fax machine loaded with the original document. Enter the correct poll code.
No Cartridge	The Toner cartridge is not installed or you have installed an unauthorized cartridge.	Install the toner cartridge. When you see the "No Cartridge" message after installing the cartridge, install a Samsung-approved cartridge.
No. Not Assigned (only for SCX-6320F)	The speed dial location has no number assigned.	Dial the number manually using the number keypad or assign the number. See the Facsimile User's Guide.
No Paper	The paper in the paper Tray has run out.	Load the paper in the paper Tray.
Replace Drum	The drum cartridge is at the end of its life.	Replace the drum cartridge. See page 7.7.
RX Tray Full	Paper is overstocked in the output bin.	Remove the paper.
Paper Jam 0	Paper has jammed in the paper feeding area of the Tray.	Clear the jam. See page 8.5.
Paper Jam 1	Paper has jammed in the fuser area.	Clear the jam. See page 8.7.
Paper Jam 2	Paper has jammed in the paper exit area.	Clear the jam. See page 8.8.
Power failure	Power has turned off then on and the machine's memory has not been saved.	You need to start again the job which you were trying to do before the power failure.

Display	Meaning	Solution
Retry Redial? (only for SCX-6320F)	The machine is waiting for a specified time interval to redial a previously busy station.	You can press **Start** to redial immediately, or **Stop/Clear** to cancel the redial operation.
Scanner Locked	The scan module is locked.	Unlock the scanner (see page 1.2) and press **Stop/Clear**.
Toner Empty Replace Toner	The toner cartridge has run out. The machine stops.	Replace the old cartridge with new one. See page 7.3.
Toner Low	The toner is almost empty.	Take out the toner cartridge and gently shake it. By doing this, you can temporarily re-establish printing operations.
DUPLEX JAM	When the machine detected the duplex jam in the middle of 2-sided printing.	Remove the jammed paper
Function Impossible	Means that these modes can not be worked together or not supported in your current machine configurations.	In case of copying, try again without function combination .For Scan-To-Email, please check secured connection of the DIMM and QWERTY keyboard
DIMM not installed	Not installed the DIMM for Fax then will be displayed this message on the LCD.	Check the DIMM in the expanding memory slot. *Please test the RAM testing in engine test mode. *If the problem in DIMM, replace the DIMM.
NETWORK IP Conflict	An IP Conflict occurs when your MFP's network settings are configured incorrectly.	Correct the network settings.
Not Assigned	Not Assigned. The Group Mail you tried to use has no email assigned to it.	Type the email manually with the QWERTY Keyboard/ Numeric key pad, or assign the email.

Display	Meaning	Solution
Send Error(SMTP)	Your unit cannot connect with the server, or has lost contact because of a problem on the network.	Try again. If failure persists, wait an hour or so for the network to clear.
Recipient Address Failure	In case of Recipient email address is failed.	Specified recipient email address should be a valid email address.
Connection Failure	Any kind of communication or network failure during SMTP/ ESMTP operations.	Check the Network connection.
Authentication Failure	In case Authentication is disable in MFP and the mail server requires it.	Enable the SMTP Sever authentication.
SMTP Server CONN. Failure	SMTP server connection failure.	Check the Network connection.
Invalid Server Or Port No.	Incase of wrong SMTP server or port no.	Specify the correct SMTP server and port.
SMTP DNSCONN. Failure	In case of DNS connection failure.	Specify the correct DNS.
SMTP DNS DomainError	In case of SMTP DNS domain error.	Specify the correct DNS domain.
Email Associated Cannot Delete	This error is displayed, when a user tries to delete an entry from the Address book which is associated with group mail Solution:	Try removing the group mail association and then remove this entry

Display	Meaning	Solution
Mail Too Large	This error is raised when the MFP is unable to split the mail and send it. For e.g. MFP configured to mail size 1.0MB. And if the scanned one page is larger than the specified mail size.	Increase the max mail size in SMTP setup.
Empty Address Book	Display Address book is empty, while trying to get address from Address book.	Enter some email addresses in to local address book.
Address Book Full	Display when Address book is full with maximum entries.	If address book is full then for adding new email user should remove unused email address in the address book.
Group Empty	Display when Group is empty, while trying to delete from Group.	Delete the entry when group having the email addresses.
Group Full	Display when Group is full with maximum entries, while trying to add an entry to the group.	If group is full, remove the unused entries in the group.
Entry AlreadyExists	This message will come when we try to enter a entry which is already existing in Address book.	Enter email address which does not exist in a address book.
Invalid Email ID	This message will be displayed when we enter an email id - with space in between, email addresses - Starting with special characters like. + - _ @ - Email Id with more than one @	Enter valid email address.

Display	Meaning	Solution
Enter Again	This message will be displayed when we try to enter an invalid GROUP number.	Enter a valid group number.
Configured Already	This message will be displayed when user tries to configure an already configured Group.	Configure a group which is already not configured.
Invalid Login	Display when user does not enter proper login name & corresponding password.	Enter valid login name.

Solving Problems

The following chart lists some conditions that may occur and the recommended solutions. Follow the suggested solutions until the problem is corrected. If the problem persists, please contact a service engineer.

Copier Problem Solution Chart

Condition	Suggested solutions
The LCD does not turn on.	Check that the machine is plugged into an electrical supply. Ensure that there is power to the socket where the unit is plugged in and that the machine power switch is in the ON position.
The machine beeps an error sound and does not make a copy.	Make sure that the machine is in copy mode. If not, change the mode into the Copy mode by pressing **Copy**.
Copies are too light or too dark.	If the original is light, use **Darkness** to darken the background of the copies. If the original is dark, use **Darkness** to lighten the background of the copies.
Smears, lines, marks, or spots on copies.	If the detects are on the original, press **Darkness** to lighten the background of your copies. If no defects are on the original, clean the document glass and underside of the document cover.
White or black lines on your copy.	Check to see if the temperature is too low. When it is lower than 10 ^{o}C, copy your document 1 hour after you turn the machine on.
Copy image is skewed.	Ensure that original is positioned correctly on document glass. Check that the copy paper is loaded correctly.
Blank copies.	Ensure that the original is face down on the document glass or face up in the DADF.

Condition	Suggested solutions
Image rubs off the copy easily.	Replace the paper in the Tray with paper from a new package. In high humidity areas do not leave paper in the machine for extended periods of time.
Frequent copy paper jams.	Fan the stack of paper, then turn it over in the Tray. Replace the paper in paper Tray with a fresh supply. Check/adjust the paper guides, if necessary. Ensure that the paper is the proper paper weight. 20 lb (75 g/m^2) bond paper is recommended. Check for copy paper or pieces of copy paper remaining in the machine after a paper jam has been cleared.
Toner yield is lower than expected and TONER LOW message appears on the LCD.	Toner may be lodged in the cartridge. Remove the toner cartridge. Shake the toner cartridge and tap along the top of the toner cartridge over a waste receptacle. Take care not to touch the exposed toner on the left side of the cartridge.
Fewer copies from the toner cartridge than expected.	Your originals may contain pictures, solids, or heavy lines, for example, forms, newsletters, books or other documents that use more toner. The machine may be turned frequently on and off. The document cover is being left open while copies are being made.
The following message appears on your computer screen: Scanner is busy receiving or printing data. When the current job is completed, try again.	There may be a copying or printing job in progress. When the current job is completed, try the job again.

Printing Problem Solution Chart

Condition	Probable cause	Suggested solutions
Your machine does not print.	The IEEE-1284 parallel cable or USB cable is not connected properly.	Check the cable connection.
	The IEEE-1284 parallel cable or USB cable is defective.	Check the cable with a computer and printer to work. If print job is still not possible, replace the cable.
	The port setting is incorrect.	Check the printer settings in the Windows Control Panel to make sure that the print job is being sent to the correct port. (For Example: LPT1.)
Your machine does not print. (continued)	The toner and drum cartridges are not installed properly.	Check that the toner and drum cartridges are installed properly.
	The printer driver may not be installed properly.	Reinstall the software.
	The parallel port cable specifications may not be correct.	Use the IEEE-1284 parallel port cable supplied with the machine or replace it with an IEEE-1284 compliant cable.
Half of the page is blank.	The page layout is too complex.	Reduce the resolution setting from 600 dpi to 300 dpi. Install more RAM in the computer.
	The page orientation may be incorrect.	Change the page orientation in the printer setup dialogue.

Condition	Probable cause	Suggested solutions
When print job using the USB connection, an error occurs repeatedly.	When the USB mode is set to "FAST" some PC users may experience poor USB communication.	Change the USB mode to "Slow." To do so, take the following steps: 1. Press **Menu** until "Machine Setup" appears on the top line of the display. 2. Press the scroll buttons to display "USB Mode" and then press **Enter**. The current setting appears on the bottom line. 3. Press the scroll buttons to select "Slow." 4. Press **Enter** to save the selection. 5. Press **Stop/Clear** to return to Standby mode.
Printing is too slow.	The computer parallel port may not be set for high speed communications.	If your computer is equipped with an ECP parallel port, enable this mode of operation. Refer to the Enabling High Speed Printer Communications section and your computer's user guide.
	If using Windows 95/ 98/Me, the spool setting may be set incorrectly.	Point to the **Start** and then click **Settings** then **Printers**. Click your printer icon with the right mouse button. Click **Properties** and then spool settings on the **Details** tab. Select the desired setting from the available choices.
	Computer may not have enough memory (RAM).	Install more RAM in your computer.
	The print job is large.	Reduce resolution from 600 dpi to 300 dpi.

Condition	Probable cause	Suggested solutions
Irregular faded patches of print.	There is a paper quality problem.	Use only paper that meets the specifications required by the machine.
	Toner may be unevenly distributed.	Remove the toner cartridge and shake it gently to evenly distribute the toner. Then reinstall the toner cartridge.
Black staining	There is a paper quality problem.	Use only paper that meets the specifications required by your machine.
Character voids	The paper may be too dry.	Try printing with a different batch of paper.
Background scatter	The paper may be too damp.	Try printing with a different batch of paper. Do not open packets of paper until necessary so that the paper does not absorb too much moisture from the air.
	Printing over uneven surfaces.	If printing onto envelopes, change your printing layout to avoid printing over areas that have overlapping seams on the reverse side.
Missing characters	The paper may be too damp.	Try printing with a different batch of paper. Do not open packets of paper until necessary so that the paper does not absorb too much moisture from the air.
Back of printout is dirty	The transfer roller may be dirty.	Print a few blank pages to clean the transfer roller.
Faded graphics	Toner may be low.	Remove the toner cartridge and shake it gently to evenly distribute the toner. Then reinstall the toner cartridge. Ensure that you have a spare toner cartridge.

Scanning Problems

Condition	Suggested solutions
The scanner does not work.	• Make sure that you place the document to be scanned face down on the document glass. • There may not be enough available memory to hold the document you want to scan. Try the Prescan function to see if that works. Try lowering the scan resolution rate. • Check that the USB or parallel cable is connected properly. • Make sure that the USB or parallel cable is not defective. Switch the cable with a known good cable. If necessary, replace the cable. • If you are using a parallel cable, ensure that it is compliant with the IEEE 1284 standard. • Check that the scanner is configured correctly. Check scan setting in the SmarThru Configuration or the application you want to use to make certain that the scanner job is being sent to the correct port, for example, LPT1.
The unit scans very slowly.	• Check if the machine is printing received data. Scan the document after the current job is completed. • Graphics are scanned more slowly than text. • Communication speed becomes slow in scan mode because of the large amount of memory required to analyze and reproduce the scanned image. Set your computer to the ECP printer mode through BIOS setting. It will help to increase the speed. For details about how to set BIOS, refer to your computer user's guide.
Message appears on your computer screen: • "Device can't be set to the H/W mode you want." • "Port is being used by another program." • "Port is Disabled." • "Scanner is busy receiving or printing data. When the current job is completed, try again." • "Invalid handle." • "Scanning has failed."	• There may be a copying or printing job in progress. When the current job is complete, try the job again. • The selected port is currently being used. Restart your computer and try again. • The printer cable may be improperly connected or the power may be off. You must use a USB 1.1 compliant cable or a parallel cable that supports IEEE-1284 bi-directional communications. • The scanner driver is not installed or an operating environment is not set up properly. • Ensure that port is properly connected and power is on, and then restart your computer. • Do not use the parallel and the USB cables at the same time.

Fax Problem Solution Chart (only for SCX-6320F)

Condition	Suggested solutions
The machine is not working, there is no display and the buttons are not working.	Unplug the power cord and plug it in again. Check that your socket is Live.
No dial tone	Check that the phone line is connected properly. Check that the phone socket on the wall is working by plugging in another phone.
The numbers stored in the memory do not dial correctly.	Make sure that the numbers are stored in the memory correctly. Print a Phone Book list referring to the Facsimile User's Guide.
The document does not feed into the machine.	Make sure that the document is not wrinkled and you are putting it in correctly. Check that the document is the right size, not too thick or thin. Make sure that the DADF top cover is firmly closed.
Faxes are not received automatically.	The FAX mode should be selected. Make sure that there is paper in the Tray. Check if the display shows "Memory Full."
Faxes are not received manually.	Check that you hung up the handset of the external telephone before you started faxing.
Your machine will not send anything.	Make sure that the document is loaded face down/up depending on whether you are using the Document scanner glass or DADF unit. "TX" should show up on the display. Check the other fax machine you are sending to, to see if it can receive your fax.
You cannot poll another machine.	The fax machine you are polling may be using a poll code. Contact the remote operator.

Condition	Suggested solutions
The incoming fax has blank spaces or you received a poor-quality copy.	The fax machine sending you the fax may be faulty. The fax machine sending you a fax may have a dirty document glass. Clean the document glass, referring to page 7.2. A noisy phone line can cause line errors. Check your machine by making a copy. The toner cartridge may be empty. Replace the toner cartridge, referring to page 7.3.
Some of the words are stretched on the incoming fax.	The fax machine sending you the fax had a temporary document jam.
There are lines on the copies or documents you send.	Check your scan glass for marks, and clean it. See page 7.2.
The machine dials a number, but fails to make a connection with another fax machine.	The other fax machine may be turned off, out of paper, or cannot answer incoming calls. Speak with the other machine operator and ask her or him to sort out the problem.
Documents are not stored in the memory	There may not be enough memory to store the document. If the display shows a "Memory Full" message, delete any documents you no longer need from the memory, then restore the document.
Blank areas appear at the bottom of each page or on other pages, with only a small strip of text printed at the top.	You may have chosen the wrong paper settings in the user option setting. Refer to the Facsimile User's Guide to choose the proper paper size.

Common Linux Problems

Problem	Possible Cause and Solution
The machine doesn't print	• Check if the printer driver is installed in your system. Open MFP configurator and switch to the Printers tab in Printers configuration window to look at the list of available printers. Make sure that your machine is displayed on the list. If not, please, invoke Add new printer wizard to set up your device. • Check if the printer is started. Open Printers configuration and select your machine on the printers list. Look at the description in the Selected printer pane. If its status contains "(stopped)" string, please, press the **Start** button. After that normal operation of the printer should be restored. The "stopped" status might be activated when some problems in printing occurred. For instance, this could be an attempt to print document when MFP port is claimed by a scanning application. • Check if the MFP port is not busy. Since functional components of MFP (printer and scanner) share the same I/O interface (MFP port), the situation of simultaneous access of different "consumer" application to the same MFP port is possible. To avoid possible conflicts, only one of them at a time is allowed to gain control over the device. The other "consumer" will encounter "device busy" response. You should open MFP ports configuration and select the port assigned to your printer. In the Selected port pane you can see if the port is occupied by some other application. If this is the case, you should wait for completion of the current job or should press Release port button, if you are sure that the present owner is not functioning properly. • Check if your application has special print option such as "-oraw". If "-oraw" is specified in the command line parameter then remove it to print properly. For Gimp front-end, select "print" -> "Setup printer" and edit command line parameter in the command item.
The machine does not appear on the scanners list	• Check if your machine is attached to your computer. Make sure that it is connected properly via the parallel or USB port and is turned on. • Check if the scanner driver for you machine is installed in your system. Open MFP Configurator, switch to Scanners configuration, then press **Drivers**. Make sure that driver with a name corresponding to your machine's name is listed in the window.

Problem	Possible Cause and Solution
The machine does not appear on the scanners list (continued)	• Check if the MFP port is not busy. Since functional components of MFP (printer and scanner) share the same I/O interface (MFP port), the situation of simultaneous access of different "consumer" application to the same MFP port is possible. To avoid possible conflicts, only one of them at a time is allowed to gain control over the device. The other "consumer" will encounter "device busy" response. This can usually happen while starting scan procedure, and appropriate message box displays. To identify the source of the problem, you should open MFP ports configuration and select the port assigned to your scanner. MFP port's symbol /dev/mfp0 corresponds to LP:0 designation displayed in the scanners' options, /dev/mfp1 relates to LP:1 and so on. USB ports start at /dev/mfp4, so scanner on USB:0 relates to /dev/mfp4 respectively and so forth sequentially. In the Selected port pane you can see if the port is occupied by some other application. If this is the case, you should wait for completion of the current job or should press Release port button, if you are sure that the present port's owner is not functioning properly.
The machine doesn't scan	• Check if a document is loaded into the machine. • Check if your machine is connected to the computer. Make sure if it is connected properly if I/O error is reported while scanning. • Check if MFP port is not busy. Since functional components of MFP (printer and scanner) share the same I/O interface (MFP port), the situation of simultaneous access of different "consumer" application to the same MFP port is possible. To avoid possible conflicts, only one of them at a time is allowed to gain control over the device. The other "consumer" will encounter "device busy" response. This can usually happen while starting scan procedure, and appropriate message box will be displayed. To identify the source of the problem, you should open MFP ports configuration and select the port assigned to your scanner. MFP port's symbol /dev/mfp0 corresponds to LP:0 designation displayed in the scanners' options, /dev/mfp1 relates to LP:1 and so on. USB ports start at /dev/mfp4, so scanner on USB:0 relates to /dev/mfp4 respectively and so forth sequentially. In the Selected port pane you can see if the port is occupied by some other application. If this is the case, you should wait for completion of the current job or should press Release port button, if you are sure that the present port's owner is not functioning properly.

Problem	Possible Cause and Solution
I can't print when I installed both Linux Print Package (LPP) and MFP driver on the same machine simultaneously.	• Since both Linux Printer Package and MFP driver make a symbolic link to "lpr" printing command, which is commonly used on Unix clones, it is not recommended to use both package on the same machine. • If you still want to use both packages simultaneously, please install the LPP first. • If you want to remove only one of them, please remove both packages and install that one you want to use again. • If you don't want to remove MFP driver and install it again, you may make the necessary symbolic link yourself. Please, log in as root user and invoke the following command: ln -sf /usr/local/bin/samsung/slpr /usr/bin/lpr
Can't scan via Gimp Front-end.	• Check if Gimp Front-end has "Xsane:Device dialog.." on the "Acquire" menu. If not, you should install Xsane plug-in for Gimp on the your computer. You can find Xsane plug-in package for Gimp on Linux distribution CD or Gimp home page. For the detail information, refer to the Help for Linux distribution CD or Gimp Front-end application. If you wish to use other kind of scan application, refer to the Help for application.
I encounter error "Cannot open MFP port device file" when printing a document.	• Please avoid changing print job parameters (via SLPR utility, for example) while a print job is in progress. Known versions of CPUS server break the print job whenever print options are changed and then try to restart the job from the beginning. Since Linux MFP driver locks MFP port while printing, the abrupt termination of the driver keeps the port locked and therefore unavailable for subsequent print jobs. If this situation occurred, please, try to release the MFP port.

Troubleshooting PostScript Errors (Option)

The following situations are PS language specific and may occur when several printer languages are being used.

NOTE: To receive a printed or screen-displayed message when PostScript errors occur, open the Print Options window and click the desired selection next to the PostScript errors section.

Problem	Possible Cause	Solution
PostScript file can not be printed.	The PostScript driver may not be installed correctly.	• Install the PostScript driver, referring to page B.2. • Print a configuration page and verify that the PS version is available for printing. • If the problem persists, contact a service representative.
"This job contains binary data..." message appears.	The pure binary data option is not supported by the PostScript driver.	Open the Properties of the PostScript driver, click on **PostScript**, and click on **Advanced**. The pure binary data option is not supported. Choose another option.
A PostScript error page prints.	Print job may not be PostScript.	Make sure that the print job is a PostScript job. Check to see whether the software application expected a setup or PostScript header file to be sent to the machine.
The optional Tray 2 is not selected in the driver.	The printer driver has not been configured to recognize the optional Tray 2.	Open the PostScript driver properties and select the **Device Settings** tab and set the **Tray 2** option of the **Installable Options** section to **Installed**.
When print a document in Macintosh with Acrobat Reader 6.0 or higher, colors print incorrectly.	The resolution setting in the printer driver may not be matched with that in Acrobat Reader.	Make sure that the resolution setting in your printer driver matches that in Acrobat Reader.

Common Macintosh Problems (Option)

Problems in the Chooser

Problem	Possible Cause and Solution
The printer driver icon does not appear in Chooser.	Software is not installed correctly. • The LaserWriter driver should be present as part of the Macintosh OS. Make sure that the LaserWriter driver is in the **Extensions** folder within the **Systems** folder. If not, install the LaserWriter driver component from the Macintosh OS CD. • Make sure that you are using a high-quality cable. • Make sure that the machine is on the correct network. Select **Network** or **AppleTalk Control Panel** from **Control Panels** in the **Apple** menu and then choose the correct network.
The machine name does not appear in the **Select a PostScript Printer** box in the Chooser.	• Make sure that the cables are connected correctly and the machine is turned on. • Check if "Ready" appears on the display of the control panel. If not, press the **Stop/Clear** button to switch your machine to on-line. • Make sure that the correct printer driver has been selected in Chooser. • If the machine resides on a network with multiple zones, make sure that the correct zone is selected in the AppleTalk Zones box in Chooser. • Make sure that AppleTalk is on; the button next to **Active** is selected in Chooser. You may need to restart the computer to activate the change.

Printing Errors

Problem	Possible Cause and Solution
You cannot use the computer while the machine is printing.	Background Printing has not been selected. • For LaserWriter 8.3, turn **Background Printing** on in the Chooser. Status messages will now be redirected to the Print Monitor allowing you to continue working while the computer is processing data to be sent to the machine. • For LaserWriter 8.4 or higher, turn **Background Printing** on at the Print window.

A

USING YOUR PRINTER IN LINUX

You can use your machine in a Linux environment.

This chapter includes:

- **Getting Started**
- **Installing the MFP Driver**
- **Using the MFP Configurator**
- **Configuring Printer Properties**
- **Printing a Document**
- **Scanning a Document**

Getting Started

The supplied CD-ROM provides you with Samsung's MFP driver package for using your machine with a Linux computer.

Samsung's MFP driver package contains printer and scanner drivers, providing the ability to print documents and scan images. The package also delivers powerful applications for configuring your machine and further processing of the scanned documents.

After the driver is installed on your Linux system, the driver package allows you to monitor a number of MFP devices via fast ECP parallel ports and USB simultaneously. The acquired documents can then be edited, printed on the same local MFP or network printers, sent by e-mail, uploaded to an FTP site, or transferred to an external OCR system.

The MFP driver package is supplied with a smart and flexible installation program. You don't need to search for additional components that might be necessary for the MFP software: all required packages will be carried onto your system and installed automatically; this is possible on a wide set of the most popular Linux clones.

Installing the MFP Driver

System Requirements

Supported OS

- Redhat 7.1 and above
- Linux Mandrake 8.0 and above
- SuSE 7.1 and above
- Caldera OpenLinux 3.1 and above
- Turbo Linux 7.0 and above
- Slackware 8.1 and above

Recommended Hardware Requirements

- Pentium IV 1 GHz or higher
- RAM 256 MB or higher
- HDD 1 GB or higher

NOTES:

- It's also necessary to claim swap partition of 300 MB or larger for working with large scanned images.
- The Linux scanner driver supports the optical resolution at maximum. see "Scanner and Copy Specifications" on page E.4.

Software

- Linux Kernel 2.4 or higher
- Glibc 2.2 or higher
- CUPS
- SANE

Installing the MFP Driver

1 Make sure that you connect your machine to your computer. Turn both the computer and the machine on.

2 When the Administrator Login window appears, type in *root* in the Login field and enter the system password.

NOTE: You must log in as a super user (root) to install the printer software. If you are not a super user, ask your system administrator.

3 Insert the printer software CD-ROM. The CD-ROM will automatically run.

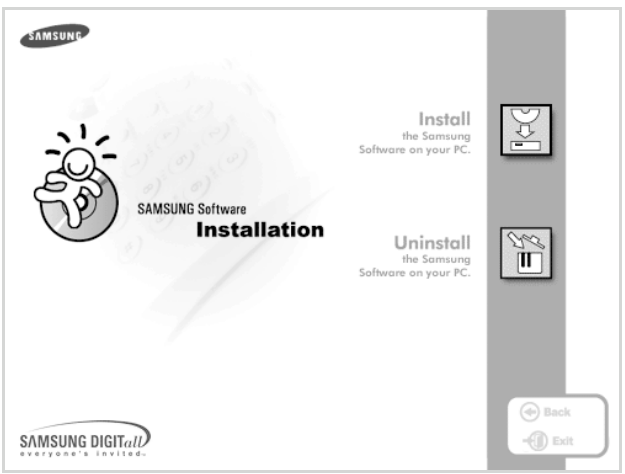
If the CD-ROM does not automatically run, click the icon at the bottom of the desktop. When the Terminal screen appears, type in:

[root@localhost root]#cd /mnt/cdrom/Linux

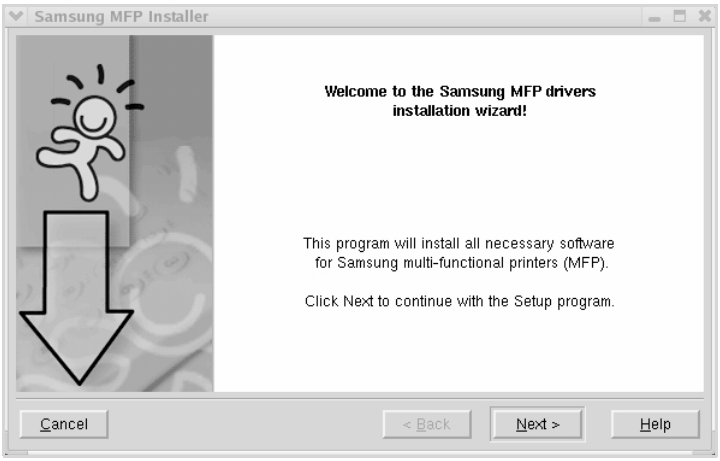
[root@localhost root]#./install.sh

NOTE: The installation program runs automatically if you have an autorun software package installed and configured.

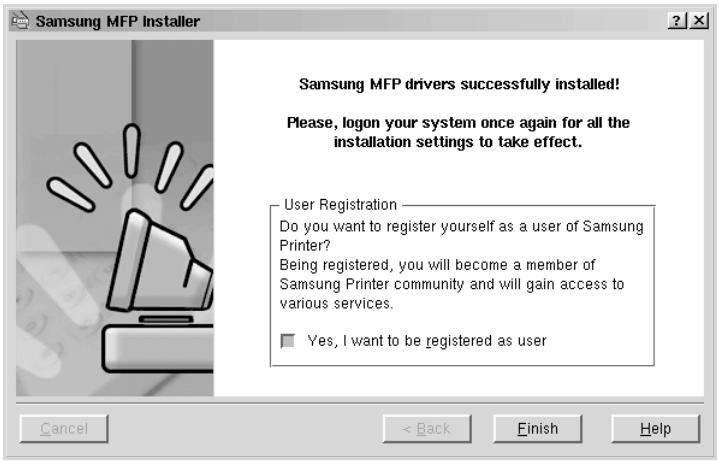
4 Click **Install**.



5 When the welcome screen appears, click **Next**.


Samsung MFP Installer
Welcome to the Samsung MFP drivers installation wizard!
This program will install all necessary software for Samsung multi-functional printers (MFP).
Click Next to continue with the Setup program.
Cancel
< Back
Next >
Help

6 When the installation is complete, click **Finish**.


Samsung MFP Installer
Samsung MFP drivers successfully installed!
Please, logon your system once again for all the installation settings to take effect.
User Registration
Do you want to register yourself as a user of Samsung Printer?
Being registered, you will become a member of Samsung Printer community and will gain access to various services.
Yes, I want to be registered as user
Cancel
< Back
Finish
Help

The installation program has added the MFP Configurator desktop icon and Samsung MFP group to the system menu for your convenience. If you have any difficulties, consult the onscreen help that is available through your system menu or can otherwise be called from the driver package windows applications, such as MFP Configurator or Image Editor.

A

Uninstalling the MFP Driver

1 When the Administrator Login window appears, type in *root* in the Login field and enter the system password.

NOTE: You must log in as a super user (root) to install the printer software. If you are not a super user, ask your system administrator.

2 Insert the printer software CD-ROM. The CD-ROM will automatically run.

If the CD-ROM does not automatically run, click the icon at the bottom of the desktop. When the Terminal screen appears, type in:

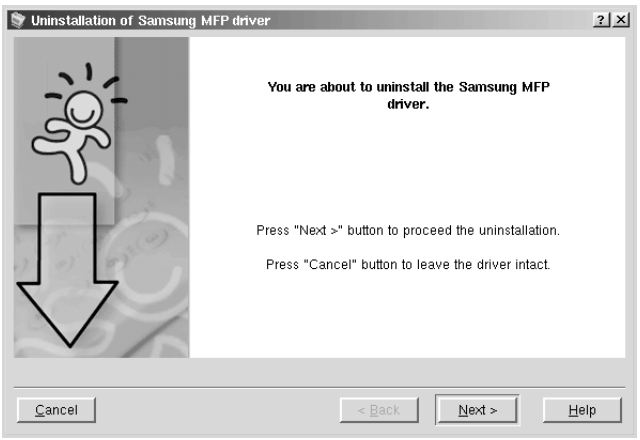
[root@localhost root]#cd /mnt/cdrom/Linux

[root@localhost root]#./install.sh

NOTE: The installation program runs automatically if you have an autorun software package installed and configured.

1 Click **Uninstall**.

2 Click **Next**.


Uninstallation of Samsung MFP driver
You are about to uninstall the Samsung MFP driver.
Press "Next >" button to proceed the uninstallation.
Press "Cancel" button to leave the driver intact.
Cancel
< Back
Next >
Help

3 Click **Finish**.

Using the MFP Configurator

MFP Configurator is a tool primarily intended for configuring MFP devices. Since an MFP device combines the printer and scanner, the MFP Configurator provides options logically grouped for printer and scanner functions. There is also a special MFP port option responsible for the regulation of access to an MFP printer and scanner via a single I/O channel.

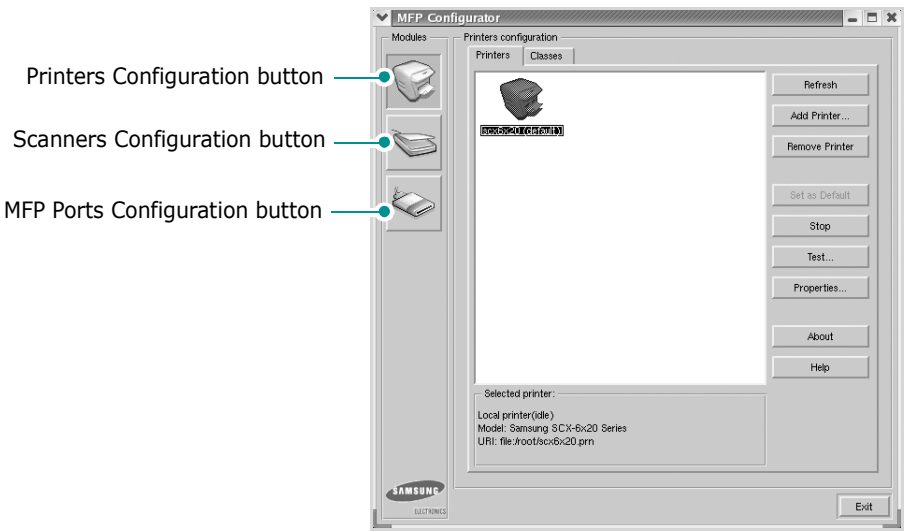
After installing the MFP driver (see page A.3), the MFP Configurator icon will automatically be created on your desktop.

Opening the MFP Configurator

1 Double-click **MFP Configurator** on the desktop.

You can also click the Startup Menu icon and select **Samsung MFP** and then **MFP Configurator**.

2 Press each button on the Modules pane to switch to the corresponding configuration window.



You can use the onscreen help by clicking **Help**.

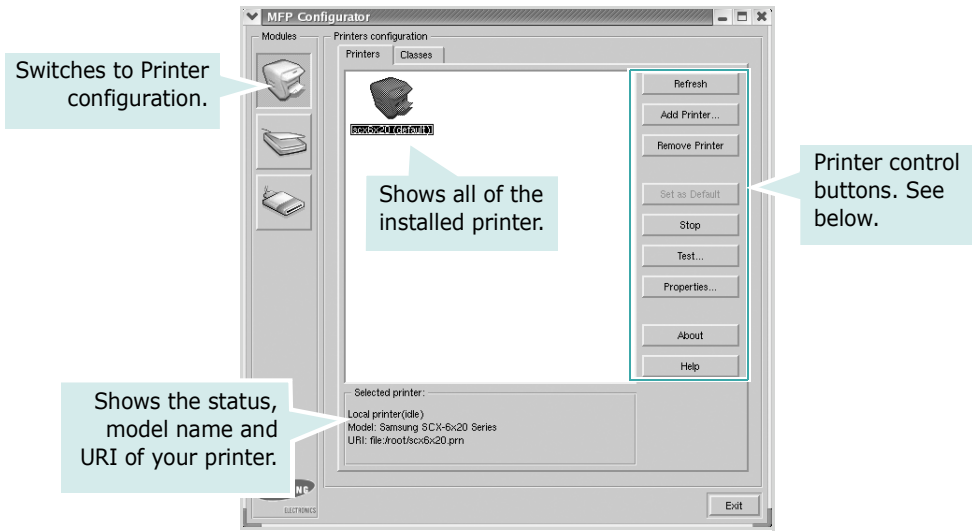
3 After changing the configurations, click **Exit** to close the MFP Configurator.

Printers Configuration

Printers configuration has the two tabs; **Printers** and **Classes**.

Printers Tab

You can see the current system's printer configuration by clicking on the printer icon button on the left side of the MFP Configurator window.

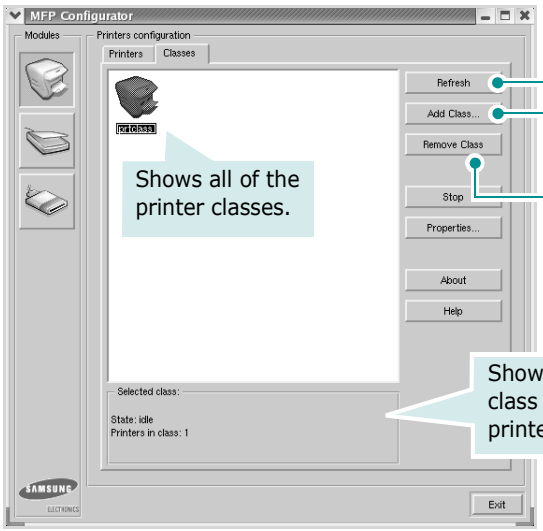


You can use the following printer control buttons:

- **Refresh**: renews the available printers list.
- **Add Printer**: allows you to add a new printer.
- **Remove Printer**: removes the selected printer.
- **Set as Default**: sets the current printer as a default printer.
- **Stop**/**Start**: stops/starts the printer.
- **Test**: allows you to print a test page to check if the machine is working properly.
- **Properties**: allows you to view and change the printer properties. For details, see page A.11.

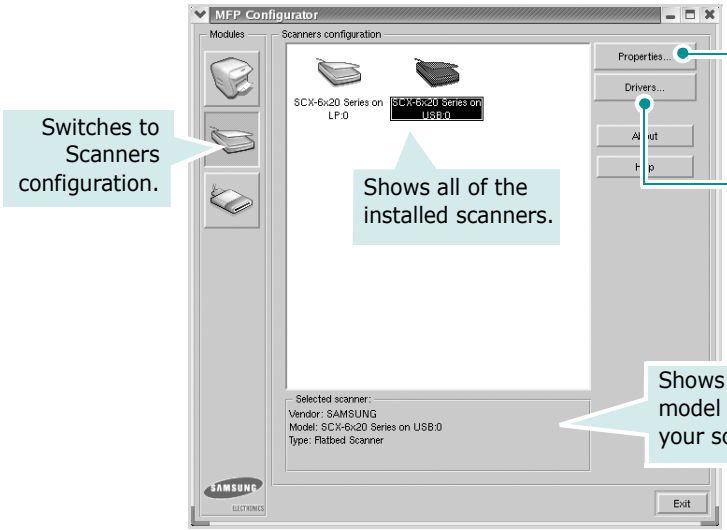
Classes Tab

The Classes tab shows a list of available printer classes.



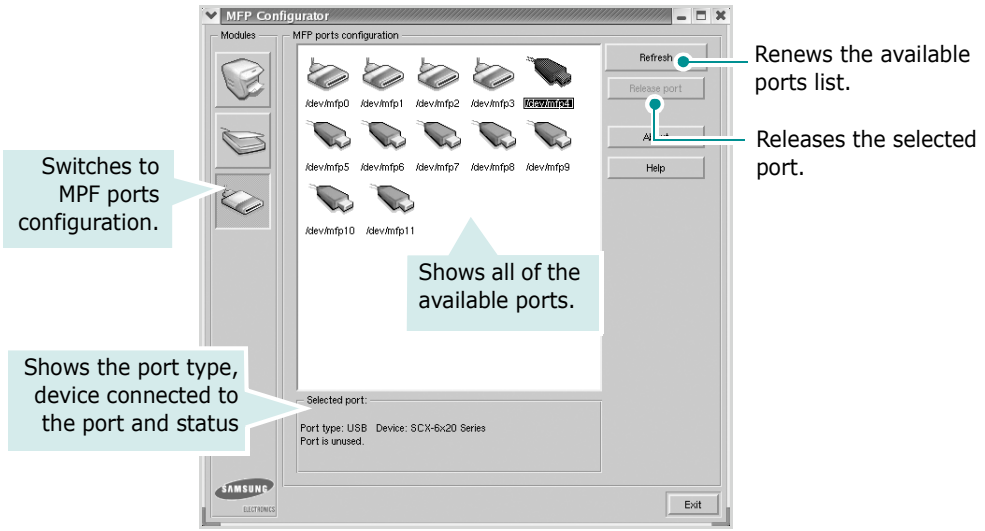
Scanners Configuration

In this window, you can monitor the activity of scanner devices, view a list of installed Samsung MFP devices, change device properties, and scan images.


MFP Configurator
Modules
Scanners configuration
Properties...
Drivers...
SCX-6x20 Series on LP:0
SCX-6x20 Series on USB:0
Exit
Selected scanner:
Vendor: SAMSUNG
Model: SCX-6x20 Series on USB:0
Type: Flatbed Scanner
Switches to Scanners configuration.
Shows all of the installed scanners.
Allows you to change the scan properties and scan a document. See page A.14.
Allows you to monitor the activity of the scan drivers.
Shows the vendor, model name and type of your scanner.

MFP Ports Configuration

In this window, you can view the list of available MFP ports, check the status of each port and release a port that is stalled in busy state when its owner is terminated for any reason.



Sharing Ports Between Printers and Scanners

Your machine may be connected to a host computer via the parallel port or USB port. Since the MFP device contains more than one device (printer and scanner), it is necessary to organize proper access of "consumer" applications to these devices via the single I/O port.

The Samsung MFP driver package provides an appropriate port sharing mechanism that is used by Samsung printer and scanner drivers. The drivers address their devices via so-called MFP ports. The current status of any MFP port can be viewed via the MFP Ports Configuration. The port sharing prevents you from accessing one functional block of the MFP device, while another block is in use.

When you install a new MFP printer onto your system, it is strongly recommended you do this with the assistance of an MFP Configurator. In this case you will be asked to choose I/O port for the new device. This choice will provide the most suitable configuration for MFP's functionality. For MFP scanners I/O ports are being chosen by scanner drivers automatically, so proper settings are applied by default.

Configuring Printer Properties

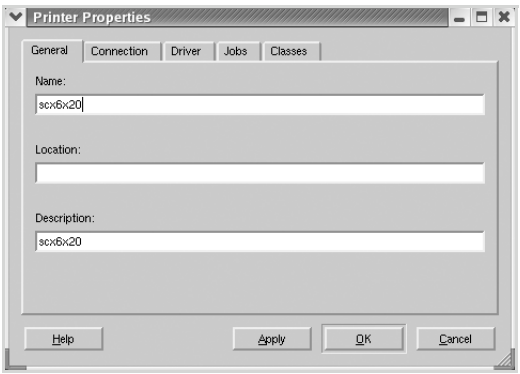
Using the properties window provided by the Printers configuration, you can change the various properties for your machine as a printer.

1 Open the MFP Configurator.

If necessary, switch to Printers configuration.

2 Select your machine on the available printers list and click **Properties**.

3 The Printer Properties window opens.



The following five tabs display at the top of the window:

- **General**: allows you to change the printer location and name. The name entered in this tab displays on the printer list in Printers configuration.
- **Connection**: allows you to view or select another port. If you change the printer port from USB to parallel or vice versa while in use, you must re-configure the printer port in this tab.
- **Driver**: allows you to view or select another printer driver. By clicking **Options**, you can set the default device options.
- **Jobs**: shows the list of print jobs. Click **Cancel job** to cancel the selected job and select the **Show completed jobs** check box to see previous jobs on the job list.
- **Classes**: shows the class that your printer is in. Click **Add to Class** to add your printer to a specific class or click **Remove from Class** to remove the printer from the selected class.

4 Click **OK** to apply the changes and close the Printer Properties Window.

Printing a Document

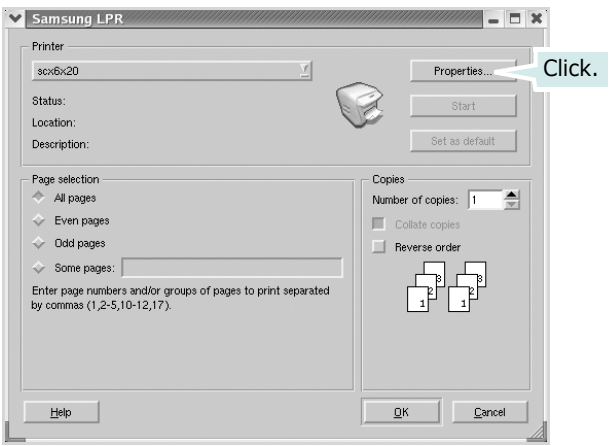
Printing from Applications

There are a lot of Linux applications that you are allowed to print from using Common UNIX Printing System (CUPS). You can print on your machine from any such application.

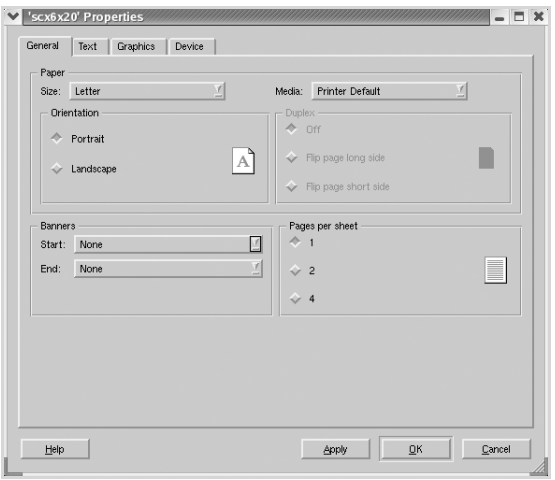
1. From the application you are using, select **Print** from the **File** menu.

2. Select **Print** directly using **lpr**.

3. In the Samsung LPR window, select the model name of your machine from the Printer list and click **Properties**.



4. Change the printer and print job properties.



The following four tabs display at the top of the window.

- **General** - allows you to change the paper size, the paper type, and the orientation of the documents, enables the duplex feature, adds start and end banners, and changes the number of pages per sheet.
- **Text** - allows you to specify the page margins and set the text options, such as spacing or columns.
- **Graphics** - allows you to set image options that are used when printing images/files, such as color options, image size, or image position.
- **Device**: allows you to set the print resolution, paper source, and destination.

5 Click **OK** to apply the changes and close the scx6x20 Properties window.

6 Click **OK** in the Samsung LPR window to start printing.

7 The Printing window appears, allowing you to monitor the status of your print job.

To abort the current job, click **Cancel**.

Printing Files

You can print many different types of files on the Samsung MFP device using the standard CUPS way - directly from the command line interface. The CUPS lpr utility allows you do that. But the drivers package replaces the standard lpr tool by a much more user-friendly Samsung LPR program.

To print any document file:

1 Type *lpr <file_name>* from the Linux shell command line and press **Enter**. The Samsung LPR window appears.

When you type only *lpr* and press **Enter**, the Select file(s) to print window appears first. Just select any files you want to print and click **Open**.

2 In the Samsung LPR window, select your printer from the list, and change the printer and print job properties.

For details about the properties window, see page A.12.

3 Click **OK** to start printing.

Scanning a Document

You can scan a document using the MFP Configurator window.

1 Double-click the MFP Configurator on your desktop.

2 Click the button to switch to Scanners Configuration.

3 Select the scanner on the list.

When you have only one MFP device and it is connected to the computer and turned on, your scanner appears on the list and is automatically selected.

If you have two or more scanners attached to your computer, you can select any scanner to work at any time. For example, while acquisition is in progress on the first scanner, you may select the second scanner, set the device options and start the image acquisition simultaneously.

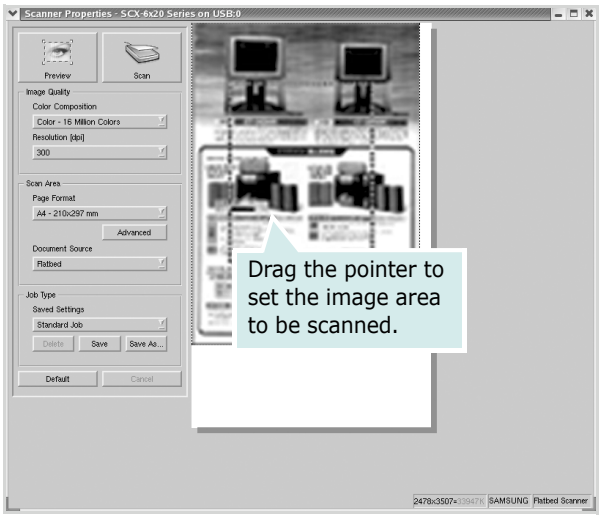
NOTE: The scanner name shown in Scanners configuration can be different from the device name.

4 Click **Properties**.

5 Load the document to be scanned face up into the ADF (Automatic Document Feeder) or face down on the document glass.

6 Click **Preview** in the Scanner Properties window.

The document is scanned and the image preview appears in the Preview Pane.



7 Change the scan options in the Image Quality and Scan Area sections.

- **Image Quality**: allows you to select the color composition and the scan resolution for the image.
- **Scan Area**: allows you to select the page size. The **Advanced** button enables you to set the page size manually.

If you want to use one of the preset scan option settings, select from the Job Type drop-down list. For details about the preset Job Type settings, see page A.16.

You can restore the default setting for the scan options by clicking **Default**.

8 When you have finished, click **Scan** to start scanning.

The status bar appears on the bottom left of the window to show you the progress of the scan. To cancel scanning, click **Cancel**.

9 The scanned image appears in the new Image Editor window.

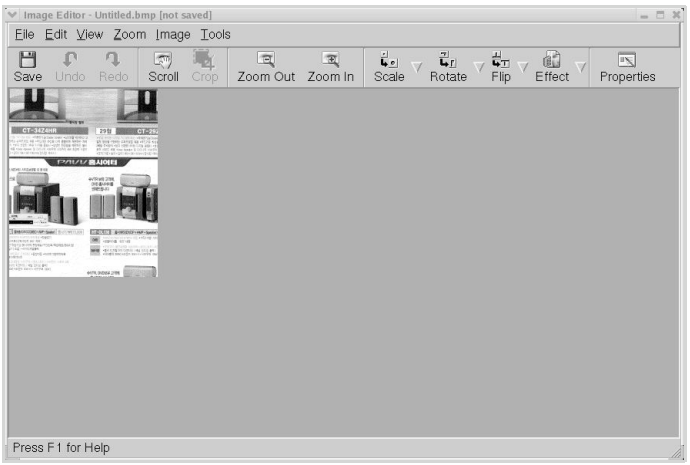


Image Editor - Untitled.bmp [not saved]
File Edit View Zoom Image Tools
Save Undo Redo Scroll Crop Zoom Out Zoom In Scale Rotate Flip Effect Properties
Press F1 for Help

If you want to edit the scanned image, use the toolbar. For further details about editing an image, see page A.17.

10 When you are finished, click **Save** on the toolbar.

11 Select the file directory where you want to save the image and enter the file name.

12 Click **Save**.

Adding Job Type Settings

You can save your scan option settings to retrieve for a later scanning.

To save a new Job Type setting:

1 Change the options from the Scanner Properties window.

2 Click **Save As**.

3 Enter the name for your setting.

4 Click **OK**.

Your setting is added to the Saved Settings drop-down list.

To save a Job Type setting for the next scan job:

1 Select the setting you want to use from the Job Type drop-down list.

2 Click **Save**.

The next time you open the Scanner Properties window, the saved setting is automatically selected for the scan job.

To delete a Job Type setting:

1 Select the setting you want to delete from the Job Type drop-down list.

2 Click **Delete**.

The setting is deleted from the list

Using the Image Editor

The Image Editor window provides you with menu commands and tools to edit your scanned image.

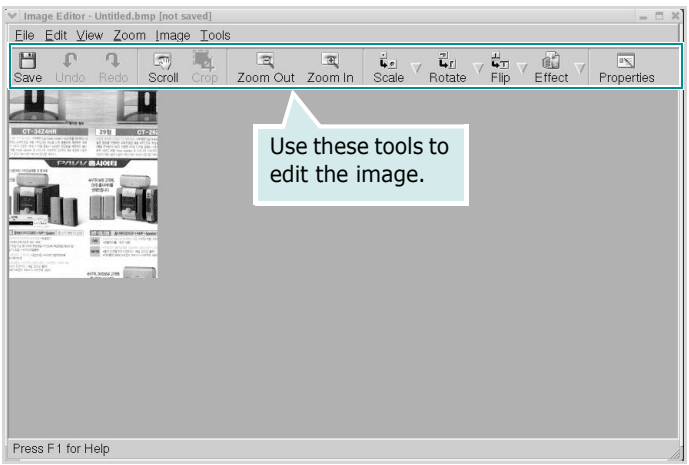
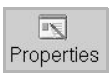


Image Editor - Untitled.bmp [not saved]
File Edit View Zoom Image Tools
Save Undo Redo Scroll Crop Zoom Out Zoom In Scale Rotate Flip Effect Properties
Use these tools to edit the image.
Press F1 for Help

You can use the following tools to edit the image:

Tools	Function
	Saves the image.

Tools	Function
	Cancels your last action.
	Restores the action you canceled.
	Allows you to scroll through the image.
	Crops the selected image area.
	Zooms the image out.
	Zooms the image in.
	Allows you to scale the image size; you can enter the size manually, or set the rate to scale proportionally, vertically, or horizontally.
	Allows you to rotate the image; you can select the number of degrees from the drop-down list.
	Allows you to flip the image vertically or horizontally.
	Allows you to adjust the brightness or contrast of the image, or to invert the image.
	Shows the properties of the image.

For further details about the Image Editor program, refer to the onscreen help.

B

USING WINDOWS POSTSCRIPT DRIVER *(Option)*

If you want to use the PostScript driver provided with your system CD-ROM to print a document, use the information in this Appendix.

This chapter includes:

- **Installing PostScript Drivers**
- **Using PostScript Printer Driver Features**

* PostScript 3 Emulation

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* 136 PS3 fonts

Contains UFST and MicroType from Agfa Monotype Corporation.

Installing PostScript Drivers

PPDs, in combination with the PostScript driver, access printer features and allow the computer to communicate with the printer. An installation programme for the PPDs is provided on the supplied software CD-ROM.

Before installing, make sure that the machine and the PC are properly connected with parallel, USB, or network interface. For information about:

- connecting with a parallel interface, see page 1.10.
- connecting with a USB interface, see page 1.10.
- connecting with a network interface, see page D.6. You need to install an optional network interface card; see "Installing a Network Interface Card" on page D.2.

Installing PostScript Drivers

NOTES:

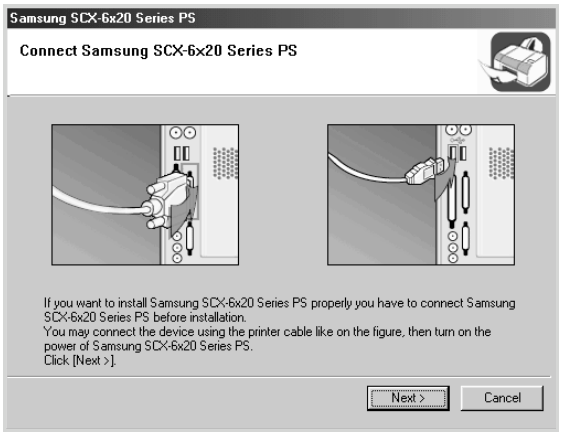
- For Windows NT 4.0/2000/XP, the system administrator should install the software.
- Cancel the "New Hardware Found" window that appears when your computer boots up.
- Make sure that your machine is turned on and connected to your computer's parallel port or USB port **before installing software**. Windows 95 and Windows NT 4.0 do not support the USB connection.

1 Insert the supplied PostScript driver CD-ROM into your CD-ROM drive.

The CD-ROM should automatically run, and an installation window appears.

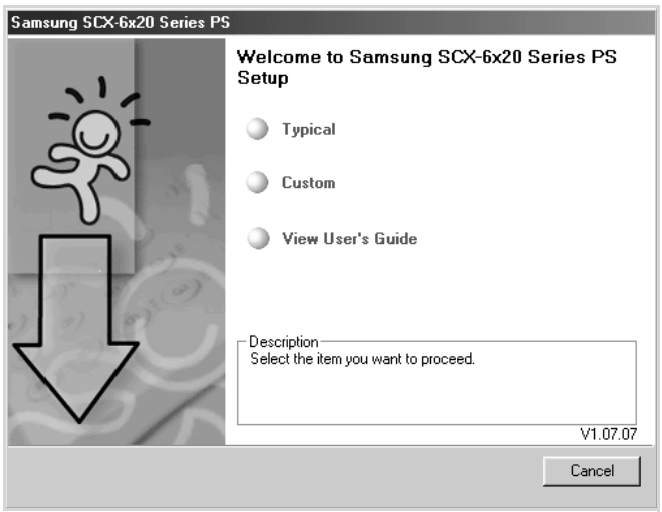
If the installation window does not appear, click **Start** and then **Run**. Type **X:Setup.exe**, replacing "**X**" with the letter of your drive and click **OK**.

NOTE: If your machine is not already connected to the computer, when the following window opens, connect your machine to the computer and turn the machine on. Then click **Next**.


Samsung SCX-6x20 Series PS
Connect Samsung SCX-6x20 Series PS
If you want to install Samsung SCX-6x20 Series PS properly you have to connect Samsung SCX-6x20 Series PS before installation.
You may connect the device using the printer cable like on the figure, then turn on the power of Samsung SCX-6x20 Series PS.
Click [Next >].
Next >
Cancel

If the machine is already connected and turned on, this screen will not appear. Skip to the next step.

2 Click **Typical**.



3 Click **Next**.

4 When the installation is complete, click **Finish**.

Repairing PostScript Drivers

1. From the **Strat** menu, select **Programs**.
2. Select **Samsung SCX-6x20 Series**, and then **Maintenance**.
3. Click **Repair**.
4. Click **Printer[PostScript]** and then click **Next**.
5. When the repair is complete, click **Finish**.

Removing PostScript Drivers

1. From the **Strat** menu, select **Programs**.
2. Select **Samsung SCX-6x20 Series**, and then **Maintenance**.
3. Click **Remove**.
4. Click **Printer[PostScript]** and then click **Next**.
5. Click **Yes**.
6. When removal is complete, click **Finish**.

Using PostScript Printer Driver Features

The machine automatically switches between PostScript and PCL printer languages, depending on the driver you have selected.

Accessing Printer Properties

The properties window for the Windows PostScript printer driver can be opened from the Printers folder or from an application.

To open the properties window from the Printers folder:

1. Click the Windows **Start** button.
2. For Windows 95/98/Me/NT 4.0/2000, select **Settings** then **Printers** to open the Printers window.

   For Windows XP, select **Printers and Faxes**.
3. Select **Samsung SCX-6x20 Series PS**.
4. Click the right mouse button on the printer icon and:
   - In Windows 95/98/Me, select **Properties**.
   - In Windows 2000/XP, select **Printing Preferences**.
   - In Windows NT 4.0, select **Document Default**.

To open the properties window from an application:

1. From the **File** menu, select **Print** to open the Print window.
2. Make sure that **Samsung SCX-6x20 Series PS** is selected on the **Name** drop-down list.
3. Click **Properties** or **Preferences** in the application's Print window to open the properties window.

Printer Settings

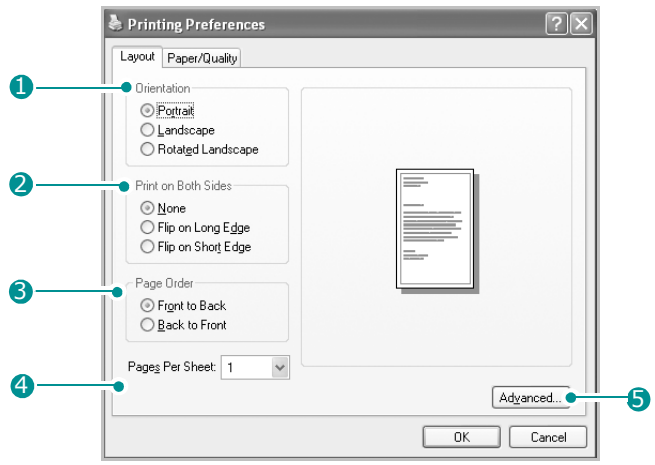
The printer properties window may differ, depending on your operating system. This chapter shows the Printing Preferences window displayed on Windows XP.

Your printer's Printing Preferences window consists of 2 tabs: **Layout** and **Paper/Quality**.

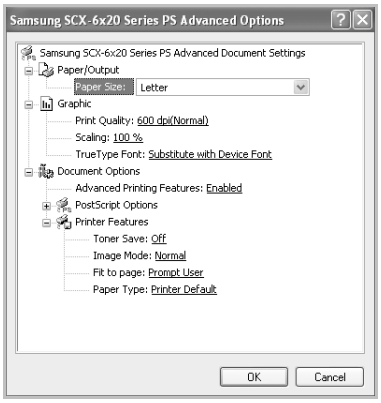
If you access printer properties through the **Printers** folder, you can view additional Windows-based tabs; refer to your Windows User's Guide.

Layout tab

The **Layout** tab provides options to adjust how the document appears on the printed page. See page B.5 for more information on accessing printer properties.

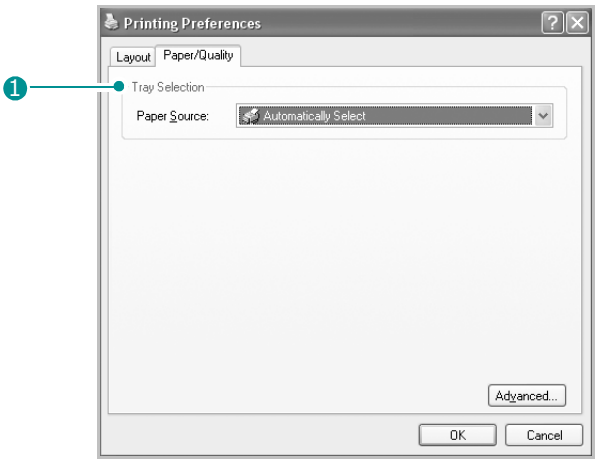


Property	Description
❶ **Orientation**	**Orientation** allows you to select the direction in which information is printed on a page. • **Portrait** prints across the width of the page, letter style. • **Landscape** prints across the length of the page, spreadsheet style. If you want to turn the page upside down, select **Rotated Landscape**.
❷ **Print on Both Sides**	Allows you to automatically print two-sided documents.

Property	Description
❸ **Page Order**	**Page Order**: You can set the sequence for the pages to print. • **Front to Back**: Your machine prints all pages from the first page to the last page. • **Back to Front**: Your machine prints all pages from the last page to the first page.
❹ **Pages Per Sheet**	**Pages Per Sheet** allows you to select the number of pages you want to print per sheet (1, 2, 4, 6, 9, or 16) on the drop-down list.
❺ **Advanced**	You can use advanced settings by clicking the **Advanced** button. For details about these options, see Chapter 5,"Printing".  • **Paper/Output**:This option allows you to select the size of the paper loaded in the tray. • **Graphic**: This option allows you to adjust the print quality for your specific printing needs. • **Document Options**: This options allow you to set the PostScript options or printer features, such as toner save mode and image mode.

Paper/Quality tab

The **Paper/Quality** tab allows you to select the paper tray you will use for the print job.



Property	Description
1 **Tray Selection**	Make sure that **Paper Source** is set to the appropriate paper tray. Use the **Manual Feed** source when printing on special material. You need to load one sheet at a time into the Multipurpose tray. See page 3.6. If you install an optional Tray 2 and set Tray 2 in printer properties (see page D.18), you can select **Tray2**. If the paper source is set to **Automatically Select**, the machine automatically picks up print material in the following order: the Multipurpose tray, Tray 1, and optional Tray 2.

C

PRINTING FROM A MACINTOSH *(OPTION)*

Your machine supports Macintosh systems with a built-in USB interface or an optional 10/100 Base-TX network interface card(Option). When you print a file from a Macintosh computer, you can use the PostScript driver by installing the PPD file.

This chapter includes:

- **Installing Software for Macintosh**
- **Setting Up the Machine**
- **Printing a Document**
- **Using Advanced Printing Features**

Installing Software for Macintosh

The PostScript driver CD-ROM that came with your machine provides you with the PPD file to use the PS driver, Apple LaserWriter driver, for printing on a Macintosh computer.

Refer to the table below for the driver available for your machine.

Available Driver	Connection
Mac OS 8.6~9.2	Network interface
Mac OS 10.1 ~ 10.3	USB interface, Network interface

NOTE: To use your printer with Mac OS 8.6 ~ 9.2, you first need to install an optional network interface card; see "Installing a Network Interface Card" on page D.2.

Verify the following before you install the software:

Item	Requirements	
Operating system	Mac OS 8.6 ~ 9.2/10.1~ 10.3	
RAM	Mac OS 8.6~9.2	64 MB
	Mac OS 10.1 ~ 10.3	128 MB
Free disk space	200 MB	

1. Connect your machine to the computer using the USB cable or the Ethernet cable. For details, see page 1.10 and page D.6.
2. Turn on your computer and the machine.
3. Insert the PostScript driver CD-ROM which came with your machine into the CD-ROM drive.
4. Double-click the **Samsung_MFP** on your Macintosh desktop.
5. Double-click the **Installer** folder.

6 For Mac OS 8.6~9.3, double-click the **Samsung_MFP Installer Classic** icon.

For Mac OS 10.1~10.3, double-click the **Samsung_MFP Installer OSX** icon.

7 Click **Continue**.

8 Click **Install**.

9 After the installation is finished, click **Quit**.

Setting Up the Machine

The way to set up your machine is different depending on which cable you use to connect the machine to your computer-the network cable or the USB cable.

For a Network-connected Macintosh

Mac OS 8.6 ~ 9.2

1. Follow the instructions on page C.2 to install the PPD file on your computer.

2. From the **Apple** menu, select **Chooser**.

3. Click **LaserWriter 8** (the PostScript driver provided with your Macintosh).

   The name of your machine appears on the list.

4. Select **SEC000xxxxxxxxx** from the printer box (where the xxxxxxxxx varies depending on each of the machines) and Click **Select**.

   If Auto Setup does not work properly, click **Select PPD**, choose **Samsung SCX-6x20 Series**, and click **OK**.

5. When the setup is complete, you see your machine icon created as a desktop printer.

6. Close the **Chooser**.

7. When a message window appears telling you that you have changed your current machine, click **OK**.

Mac OS 10.1 ~ 10.3

1. Follow the instructions on page C.2 to install the PPD file on your computer.

2. Open **Print Center** from the Utilities folder.

3. Click **Add** on the Printer List.

4 Select the **AppleTalk** tab.

The name of your machine appears on the list. Select **SEC000xxxxxxxxx** from the printer box, where the **xxxxxxxxx** varies depending on your machine.

5 Click **Add**.

6 If Auto Select does not work properly, select **Samsung** in Printer Model and **SCX-6x20 Series** in Model Name.

Your machine appears on the Printer List and is set as the default printer.

For a USB-connected Macintosh

Mac OS 10.1 ~ 10.3

1 Follow the instructions on page C.2 to install the PPD file on your computer.

2 Open **Print Center** from the Utilities folder.

3 Click **Add** on the Printer List.

4 Select the **USB** tab.

5 Select **SCX-6x20 Series** and click **Add**.

6 If Auto Select does not work properly, select **Samsung** in Printer Model and **SCX-6x20 Series** in Model Name.

Your machine appears on the Printer List and is set as the default printer.

Printing a Document

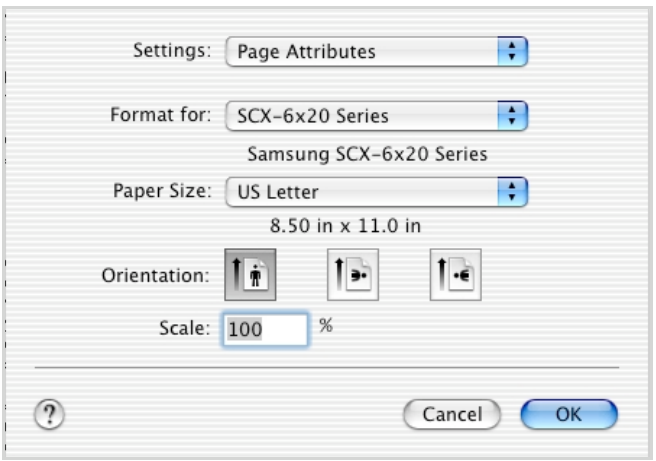
When you print with a Macintosh computer, you need to check the printer software setting in each application you use. Follow these steps to print from a Macintosh computer:

NOTE: The LaserWriter driver's window may be different depending on the version of your Macintosh system, but the features available are the same.

1. Open a Macintosh application and select the file you want to print.

2. Open the **File** menu and click **Page Setup** (**Document Setup** in some applications).

3. Choose your paper size, orientation, scaling, and other options and click **OK**.



Mac OS 10.3

4. Open the **File** menu and click **Print**.

5. Choose the number of copies you want and indicate which pages you want to print.

6. Click **Print** when you finish setting the options.

Canceling a Print Job

To cancel a print job, press the **Stop/Clear** button on the control panel. The machine finishes printing the page that is moving through the machine and deletes the rest of the print job.

Using Advanced Printing Features

- Printing Multiple Pages on One Sheet of Paper

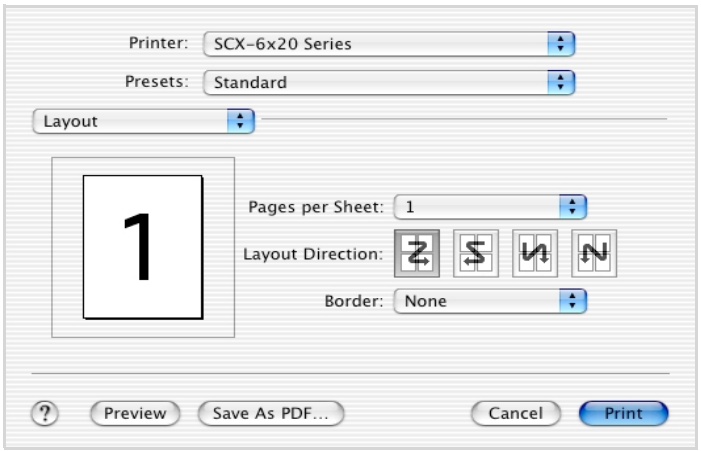
- Duplex Printing

Printing Multiple Pages on One Sheet of Paper

You can print more than one page on a single sheet of paper. This feature provides a cost-effective way to print draft pages.

1. From your Macintosh application, select **Print** from the **File** menu.

2. Select the **Layout**.



Mac OS 10.2.x

3. Select the number of pages you want to print on one sheet of paper on the **Pages per Sheet** drop-down list.

4 Select the page order on the **Layout Direction** option.

To print a border around each page on the sheet, select the option you want on the Border drop-down list.

5 Click **Print** and the machine prints the selected number of pages on one side of each page.

Duplex Printing

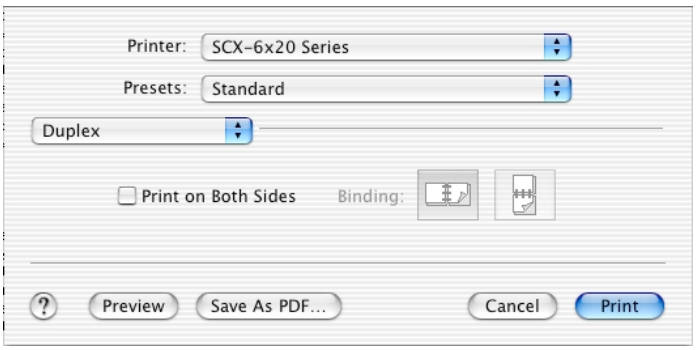
You can print on both sides of the paper. Before printing in the duplex mode, decide on which edge you will be binding your finished document. The binding options are:

Which is the conventional layout used in book binding.

Which is the type often used with calendars.

1 1 From your Macintosh application, select **Print** from the **File** menu.

2 2 Select the **Duplex**.
(Select the **Layout** if you are an Mac OS 8.6 or 9.x user.)



Mac OS 10.2.x

3 3 Click **Print on Both Sides** and select a binding orientation.

4 4 Click **Print** and the printer prints on both sides of the paper.

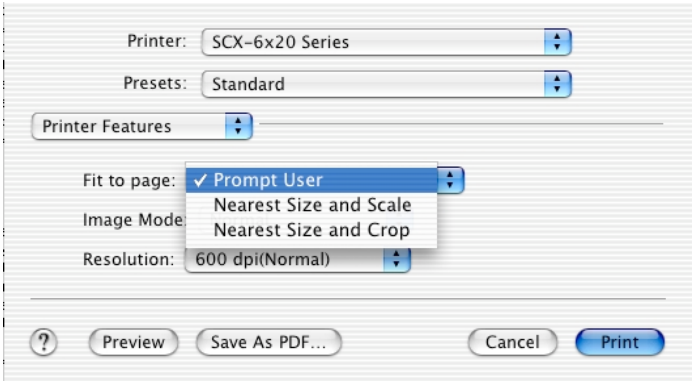
Printing Your Document to a Selected Paper Size

This feature allows you to scale your print job to any specified physical paper size regardless of the document size.

1. From your Macintosh application, select **Print** from the **File** menu.

2. Select the **Printer Features**. (Select the **Advanced Options** if you are an Mac OS 8.6 or 9.x user.)

3. Select an option from the **Fit to Page** drop-down list, and click **Print**.



Mac OS 10.2.x

- **Nearest Size and Scale**: The printer automatically selects paper nearest the document size and reduces or enlarges the page to fit it onto the paper.
- **Nearest Size and Crop:** The printer automatically selects paper nearest to the document size and prints the page in actual size. Any overflowing data is cropped to fit the page onto the paper.

MEMO

D

Installing Options

You can connect your machine to your network by installing an optional network interface card.

This chapter includes:

- **Installing a Network Interface Card**
- **Configuring Network Parameters**
- **Configuring the Samsung Network Printer Port**
- **Installing PostScript DIMM**
- **Installing an Optional Tray**

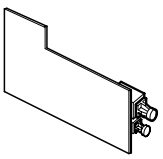
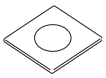
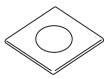
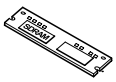
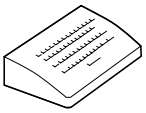
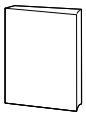
Installing a Network Interface Card

To install an optional network interface card, take the following steps:

CAUTIONS:

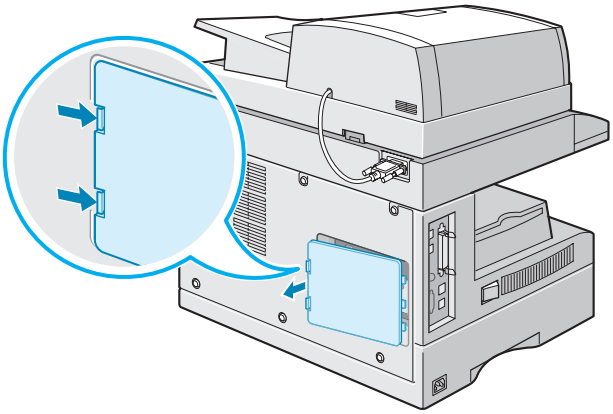
- DISCONNECT THE POWER CORD. Never remove the control board while the printer is plugged in. To avoid the possibility of an electrical shock, always disconnect the power cord when installing or removing ANY printer options.
- DISCHARGE STATIC ELECTRICITY. The control board and the interface card are sensitive to static electricity. Before installing or removing the card, discharge static electricity from your body by touching something metal, such as the metal back plate on any device plugged into a grounded power source. If you walk around before finishing installation, discharge any static electricity once again.

1 Unpack the network interface card. Make sure that there is no missing or damaged part.

Network Interface Card 	SyncThru CD-ROM 	Network Scan CD-ROM 
SDRAM memory 	Alphabet keypad 	User's Guide 

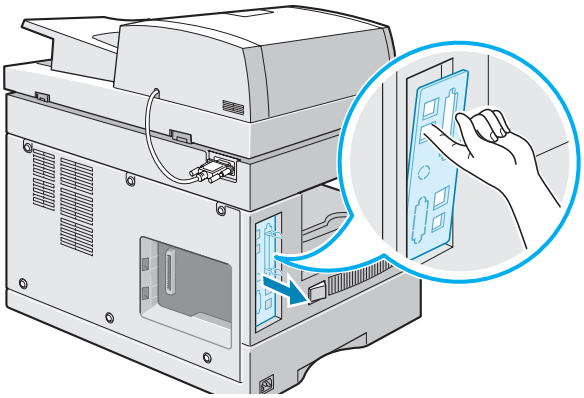
2 Turn your machine off and unplug the power cord and all of cables from the machine.

3 Remove the control board from the back of the machine. Press the taps and pull it slightly toward you.

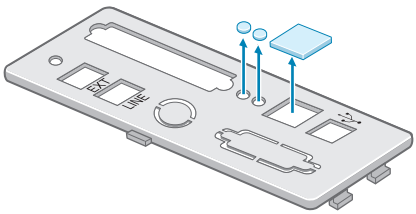


4 Remove the screw on the center of the port cover.

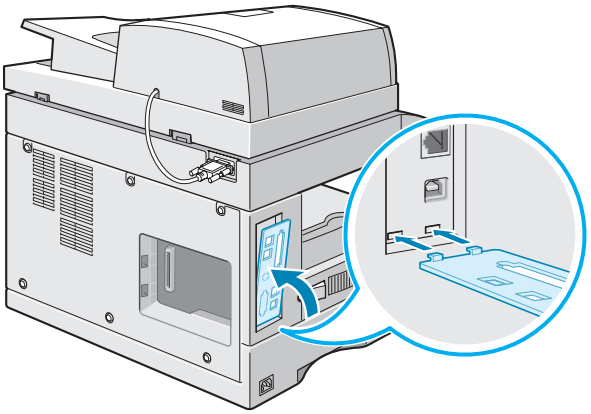
5 Remove the port cover by using your finger from the machine.



6 Remove the plates covering the network port and LED slots from the port cover.

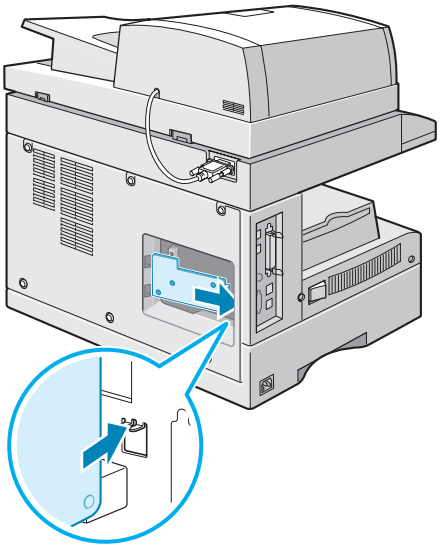


7 Insert the two teeth at the bottom of the port cover into the slots on the port panel and replace the cover, as shown.

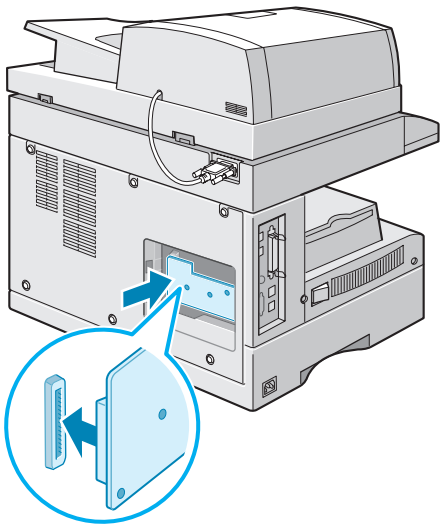


8 Tighten the screw on the center of the port cover.

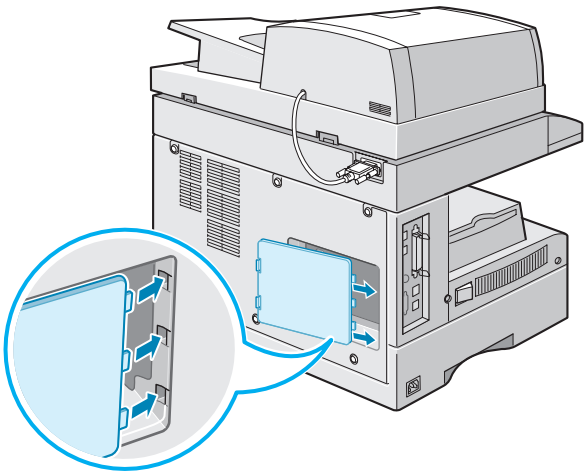
9 Insert the network interface card, ensuring that the network cable connector and LEDs on the card are aligned with the port and LED slots.



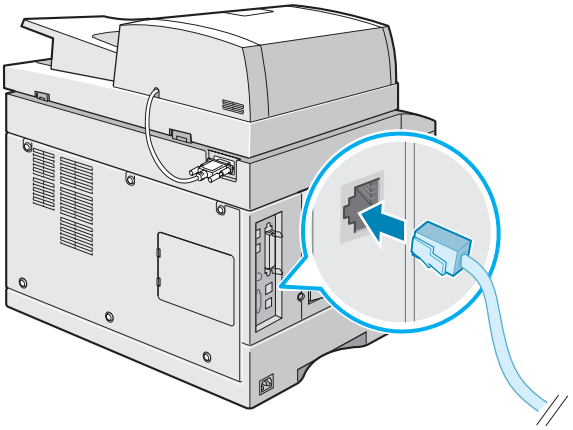
10 Align the connector of the network interface card with the network card port on the control board and press the card until it is securely seated on the board.



11 Insert the teeth in the left side of the control board into the corresponding slots on your machine and push it slightly.



12 Plug one end of the 10/100 Base-TX network cable into the network interface connector and the other end into the network connection.



13 Plug all of the cables and the power cord you removed in Step 2.

14 Turn your machine on.

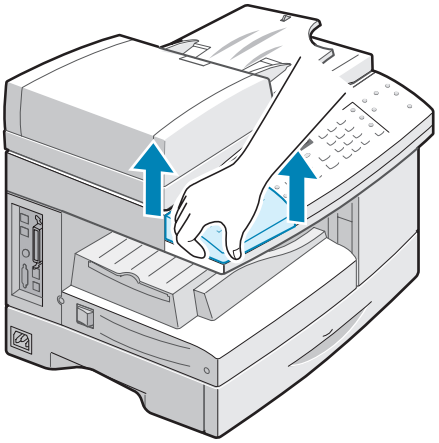
Installing the Alphabet keypad

(Only for SCX-6220)

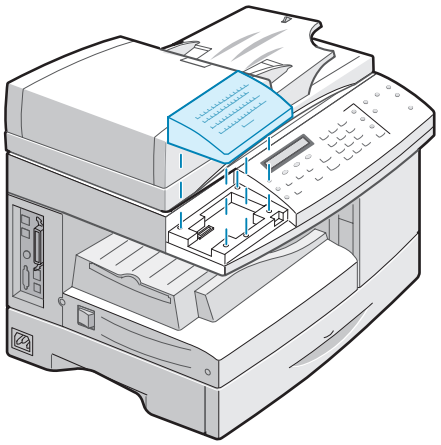
If you are the SCX-6220 user, install the supplied Alphabet keypad to your machine to use the Network Scan function.

To install the Alphabet keypad:

1 Remove the plastic panel covering the machine.



2 Place the Alphabet keypad over the machine aligning the feet on the keypad with the positioners in the machine.



Configuring Network Parameters

To use your machine as a network printer, you need to set up the desired network protocols on the machine. Setting protocols can be accomplished by using the supplied network programme. Please refer to SyncThru User's Guide.

You can configure the basic network parameters through the control panel of your machine. Use the control panel to do the following:

- Enable or disable network protocols; TCP/IP, IPX/SPX (Netware)
- Configure TCP/IP
- Configure IPX frame types

Supported Operating Systems

Item	Requirements
Network Interface	10/100 Base-TX
Network Operating System	• Novell NetWare 4.x, 5.x, 6.x, and above • Windows 95/98/Me/XP, NT 4.0/2000 • Unix AT&T, BSD4.3, HP-UX, SUN OS, SOLARIS, SCO • Various Linux OS • Maccintosh OS 8.6~9.2, 10.1~10.3 (Option)
Network Protocols	• Netware IPX/SPX • IPX/SPX, TCP/IP, DLC/LLC on Windows • Port9100 on Unix, Linux
Dynamic Addressing Server	• DHCP, BOOTP

- IPX/SPX: Internet Packet eXchange/Sequenced Packet eXchange
- TCP/IP: Transmission Control Protocol/Internet Protocol
- DLC/LLC: Data Link Control/Logical Link Control
- DHCP: Dynamic Host Configuration Protocol
- BOOTP: Bootstrap Protocol

Resetting the Network Interface Card

When your network interface card does not work properly, you need to reboot the card.

1. Press **Menu** until "Sys. Admin Tools" appears.
2. Press the scroll buttons until "Network Setup" appears on the bottom line of the display then press **Enter**.
3. Press the scroll buttons until "Reset NIC" appears and press **Enter**.
4. Press the scroll buttons to select "Yes" and press **Enter**.

   To cancel restoring, select "No."
5. To return to Standby mode, press **Stop/Clear**.

Configuring Network

Configuring TCP/IP

Your printer can be set up on a variety of TCP/IP networks. There are two ways that your printer can be assigned a TCP/IP address, depending on your network:

- Static Addressing: TCP/IP address is assigned manually by the system administrator.
- Dynamic Addressing BOOTP/DHCP (default): TCP/IP address is assigned automatically by the server.

Static Addressing

To enter the TCP/IP address from your printer's control panel, take the following steps:

1. Press **Menu** until "Sys. Admin Tools" appears.
2. Press the scroll buttons until "Network Setup" appears on the bottom line of the display then press **Enter**.
3. Press the scroll buttons until "Config Network" appears and press **Enter**.

   Use the scroll buttons until "TCP/IP" displays on the bottom line and press **Enter** to access the menu.

4 Press the scroll buttons until "Manual" displays on the bottom line. Press **Enter** to access the menu.

5 Press the scroll buttons to select IP Address, Subnet Mask, GateWay, Primary DNS, Secondary DNS or LDP/LPR Raw Printing HTTP on the bottom line.

6 Press **Enter** to set an address.

A TCP/IP address consists of 4 bytes.

Enter a number between 0 and 255 for each byte.

7 Enter a number between 0 and 255 for each byte and press **Enter**.

You can move between each byte by pressing the scroll buttons.

8 Repeat steps 4 through 5 to configure the other TCP/IP parameters, such as subnet mask and gateway.

9 When you are finished, press **Stop/Clear**.

Dynamic Addressing (BOOTP/DHCP)

To allow the server to automatically assign the TCP/IP address, take the following steps:

1 Refer to steps from 1 to 3 on page D.9.

2 Press the scroll buttons to select the server to assign the TCP/IP address, DHCP or BOOTP. Press **Enter** to save the selection.

3 When you are finished, press **Stop/Clear**.

Configuring Netware

On IPX/SPX protocol networks (for example, Novell NetWare), the format of network communication frames must be specified on the printer. In most cases, you can keep the default setting on "Auto." However, you can manually set the frame type format if required.

- **Auto (default)**: Automatically senses and limits the frame type to the first one detected.
- **Enable 802.3**: Limits the frame type to IPX over Enable 802.3 frames. All others are discarded.
- **Enable Ethernet 2**: Limits the frame type to IPX over Ethernet Frames. All others are discarded.
- **Enable 802.2**: Limits the frame type to IPX over Enable 802.2 with Enable 802.2 frames. All others are discarded.
- **Enable 802.2 SNAP**: Limits the frame type to IPX over SNAP with Enable 802.2 frames. All others are discarded.

Restoring the Network Configuration

You can return the network configuration to its default settings.

1. Press **Menu** until "Sys. Admin Tools" appears.
2. Press the scroll buttons to display "Network Setup" and press **Enter**.
3. Press the scroll buttons until "Use Factory Default" appears and press **Enter**.
4. Press the scroll buttons to select "Yes" and press **Enter**.

   To cancel restoring, select "No."
5. To return to Standby mode, press **Stop/Clear**.

Configuring the Samsung Network Printer Port

The supplied network programme installation CD-ROM contains Samsung Network Printer Port for using Windows networks. You can install the port with the network administration programme.

Before installing the Samsung Network Printer port, you need to install the MFP driver on your system if it is not already installed. See page page 2.4.

Installing Samsung Network Printer Port

1. Insert the installation CD supplied with your network interface card into the CD-ROM drive.

2. The language selection window automatically opens. Select a language.

   If the SyncThru setup does not start automatically, if the opening window does not appear, click **Start**, and then **Run**. Type **X:CDSetup.exe**, replacing "**X**" with the letter of your drive, and click **OK**.

3. Click **SyncThru**.

4. Click **Install Samsung Software on your PC**.

5. In the Welcome window, click **Next**.

6. The Chooser Destination Location window appears. You may select the program folder. Or click **Next** to install it in the default folder.

7. When the Setup Type window appears, select **Compact** and click **Next**.

8. When the installation is complete, click **Finish**.

Selecting the Samsung Network Printer Port

To print to the Samsung Network Printer port, you need to select it in the printer driver.

1. From the Windows **Start** menu, selecting **Settings** and then **Printer** to open the Printer folder.

   In Windows XP, select **Start** and then **Printers and Faxes**.

2. Right-click on the **Samsung SCX-6x20 Series** printer icon and select **Properties** from the pop-up menu.

3. In Windows 95/98/Me, click the **Details** tab.

   In Windows NT4.0/2000/XP, click the **Ports** tab.

4. Click **Add Port**.

5. In Windows 95/98/Me, click **Other**, and select **Samsung Network Printer Port**. Click **OK**.

   In Windows NT4.0/2000/XP, select **Samsung Network Printer Port** and click **New Port**.

6. The Network Printer Port Wizard window appears. Select the method for detecting the network interface card of your machine and enter the associated address, if necessary. Click **Next**.

   You can find a print server by entering the printer's IP address, or IPX/SPX address. To search through all of the interface cards connected to the network, select **Auto Detection on the network**.

7. If you selected **Auto Detection on the network**, the system detects all of the print servers and displays a list. Select your printer you want to use then click **Next**.

8. Type a port name to identify the new printer and click **Finish**.

9. The selected port displays on the print port list. Click **OK** or **Close**.

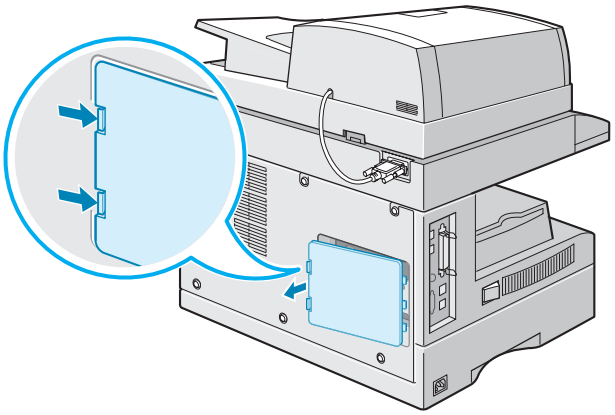
10. You are finished. To send a job to the network printer, select the printer from the application programme.

Installing PostScript DIMM

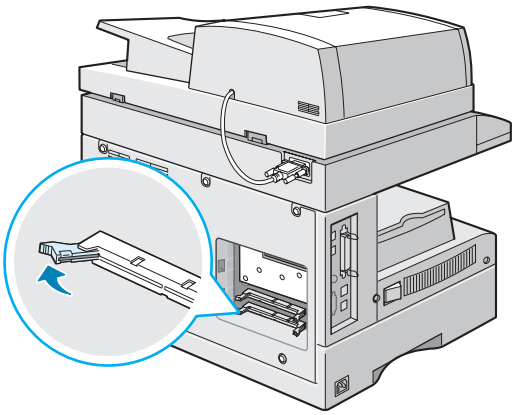
CAUTION: Static electricity can damage DIMMs. When handling a DIMM, either wear an antistatic wrist strap, or frequently touch the surface of the DIMM antistatic package and then touch bare metal on the machine.

1. Turn the machine off and unplug all cables from the machine.

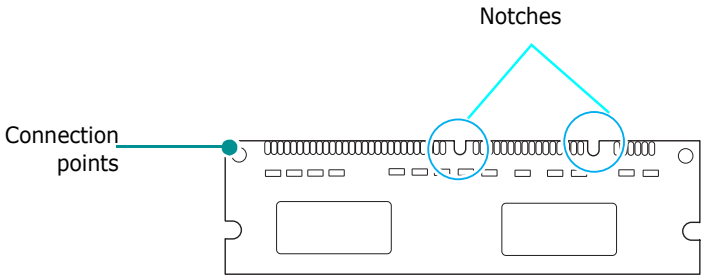
2. Hold the control board cover and remove it.



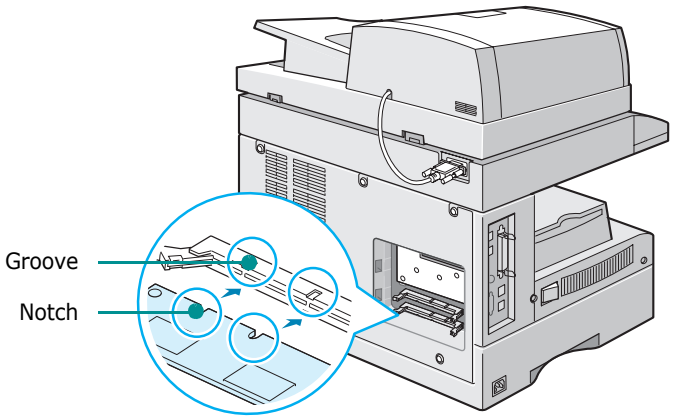
3. Completely open the latches on each side of the DIMM slot.



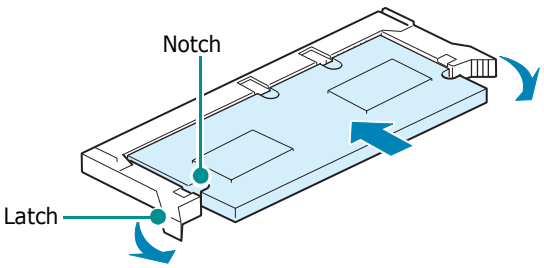
4 Remove the PostScript DIMM from its antistatic package. Locate the alignment notches on the bottom edge of each DIMM.



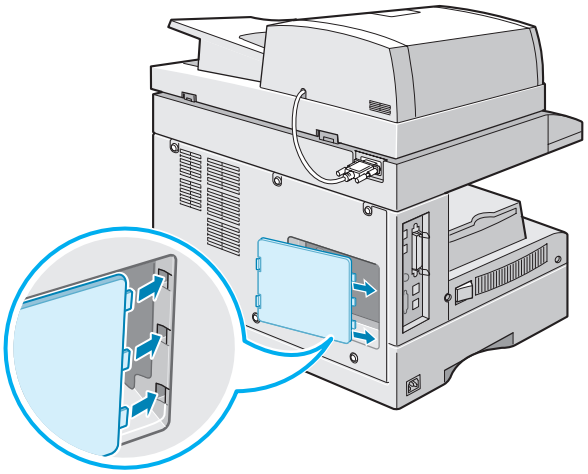
5 Holding the PostScript DIMM by the edges, align the notches on the PostScript DIMM with the grooves at the top of the PostScript DIMM slot.



6 Push the DIMM straight into the DIMM slot until it snaps into place. Make sure the latches fit over the notches located on either side of the DIMM.



7 Replace the control board cover.



8 Reconnect the power cord and printer cable, and turn the machine on.

Installing an Optional Tray

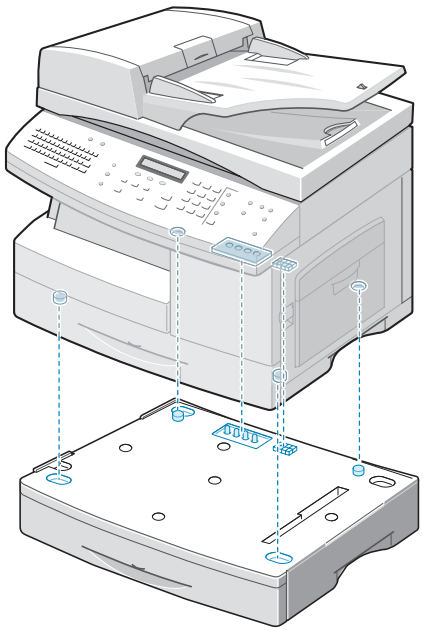
You can increase the paper handling capacity of your printer by installing an optional Tray2. This tray holds 550 sheets of paper.

1 Turn the printer off and unplug all cables from the printer.

2 Remove the packing tape and the packing material inside of the tray.

3 Find the location of the connector and the optional tray positioners.

4 Place the printer over the tray, aligning the feet on the printer with the positioners in the optional tray.



CAUTION: This printer weighs 32.54kg including developer cartridge and cassette. Use safe lifting and handling techniques. If you need to move the printer it must be moved by two people. Back injury could be caused if a single person attempts to lift the printer.

5 Load the paper in the optional tray. For information about loading paper in this tray, see "Loading Paper in the Tray" on page 3.4.

6 Reconnect the power cord and cables and then turn the printer on.

Setting Tray 2 in the Printer Properties

If you installed Tray 2 with your machine on, the machine does not recognize it. In this case, you need to set the tray in the printer properties window so that you can use it for PC printing. The procedure for setting the tray may differ depending on the selected printer driver.

To set the tray in the printer properties of the PCL 6 printer driver:

1. Click the Windows **Start** menu.
2. For Windows 95/98/Me/NT 4.0/2000, select **Settings** and then **Printers**.

   For Windows XP, select **Printers and Faxes**.
3. Select the **Samsung SCX-6x20 Series PCL 6** machine icon.
4. Click the right mouse button on the machine icon and select **Properties**.
5. Click the **Printer** tab, and select **Tray 2** from the **Optional Tray** drop-down list.
6. Click **OK**.

To set the tray in the printer properties of the PostScript printer driver (Option).

1. Click the Windows **Start** menu.
2. For Windows 95/98/Me/NT 4.0/2000, select **Settings** and then **Printers**.
   For Windows XP, select **Printers and Faxes**.
3. Select the **Samsung SCX-6x20 Series PS** machine icon.
4. Click the right mouse button on the machine icon and select **Properties**.
5. Click the **Device Settings** tab, and select **Installed** from the **Tray2** drop-down list.
6. Click **OK**.

E SPECIFICATIONS

This chapter includes:

- **General Specifications**
- **Scanner and Copy Specifications**
- **Printer Specifications**
- **Facsimile Specifications (only for SCX-6320F)**

General Specifications

Item	Description
Printing method	Laser scanning unit
Scanning method	Sheet-fed and Flat-bed CCD (charge coupled device) module
Effective scanning width	8.2 inches (208 mm)
DADF Document size	Width: 7 to 8.5 inches (176 to 216 mm) Weight: 45 to 105 g/m^2 (12.5 to 28 lb)
Recording paper type	for Tray : Letter, A4, Legal, Folio (length: 216 x 356 mm/8.5 x 14 inch, weight: 60~90 g/m^2/ 16 ~ 24 lb)
	for Bypass Tray: Letter, Legal, JIS B5, A4, Executive, A5, A6 card, Post Card 4x6, HagaKi, Envelope 7-3/4, Envelope COM-10, Envolope DL, Envelope C5 (length: 216 x 356 mm/ 8.5 x 14 inch, weight: 60~160 g/m^2/ 16 ~ 43 lb)
Recording paper capacity	for Tray : 550 sheets (weight: 75 g/m^2, 20 lb) for Bypass Tray: 100 sheets (weight: 75 g/m^2, 20 lb)
Automatic document feeder	Up to 50 pages (20 lb or 75 g/m^2)
Consumables	2-piece Toner/Drum cartridge system
Compatibility	Win 95/98/2000/NT 4.0/ Me/ XP, Various Linux OS (USB only)
PC Interface	IEEE 1284 Parallel, USB 2.0, Optional Network
Power requirements	110 ~ 127 VAC, 50/60 Hz, 6A 220 ~ 240 VAC, 50/60 Hz, 3A
Power consumption	Sleep mode: 35 W Standby mode: 115 W Average: 430/420 W
Noise[a]	Standby mode: Less than 40 dBA Printing: Less than 60 dBA Copy: Less than 60 dBA

Item	Description
Operating conditions	Temperature: 50 °F to 89 °F (10 °C to 32 °C) Humidity: 20% to 80% RH
LCD	20 Characters x 2 lines
Toner cartridge life[b]	8,000 pages (for Start cartridge 8,000 pages) at ISO/IEC 19752 5% Coverage
Drum cartridge life	20,000 pages
SET Dimension (WxDxH)	21 x 17 x 19 inches (540 x 441 x 488 mm) without Tray 2 21 x 17 x 24.4 inches (540 x 441 x 619 mm) with Tray 2
Weight	32.54 Kg (Drum and Toner cartridge included)
Package Weight	Paper: 4.3 Kg Plastic: 0.7 Kg

*a.*Sound Pressure Level, ISO7779*
b.The number of pages may be affected by operating environment, printing interval, media type, and me-dia size.

Scanner and Copy Specifications

Item	Description
Compatibility	TWAIN standard
Resolution	Optical 600 dpi resolution (Mono and Color)
Color bit depth	Internal: 32 bit External: 24 bit
Mono bit depth	1 bit for text mode 8 bit for Gray mode
Copy speed[a]	up to 20 (22) copies per minute/ A4 (Letter)
Copy resolution	1,200 dpi enhanced
Zoom Rate	by platen 25 ~ 400 % by DADF 25 ~ 100 %

a.Copy Speed is based on Single Document Multiple Copy.

Printer Specifications

Item	Description
Printing method	Laser Scanning Unit + Electro Photographic
Printing speed[a]	up to 20 (22) pages per minute/A4 (Letter)
Print resolution	1200 dpi class
Emulation language	PCL 6[b] Compatible, PostScript 3 (Option)

a.Print speed will be affected by operating system used, computing performance, application software, con-necting method, media type, media size, and job complexity.
b. Compatible with PCL6 Version 2.1

Facsimile Specifications (only for SCX-6320F)

Item	Description
Printing method	Laser Scanning Unit
Compatibility	ITU-T Group 3, ECM
Applicable line	Public Switched Telephone Network(PSTN) or behind PABX
Data coding	MH/MR/MMR (ECM Mode) and JBIG for color fax transmission
Modem speed	33600/28800/21600/19200/14400/12000/9600/7200/ 4800/2400 bps with fall back
Transmission speed	Approx. 3 seconds/page * Transmission time applies to memory transmission of text data with ECM compression using only ITU-T No.1 Chart.
Resolution	Standard(203x98 dpi), Fine(203x196 dpi), Superfine(300x300 dpi)
User Memory	16 MB
Halftone	256 levels
Auto dialer	One-touch dialling (registration for 40 numbers) Speed dialling (registration for 200 numbers)

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SAMSUNG

SAMSUNG LASER FACSIMILE User's Guide

SCX-6320F

For UK customers:
To reorder your consumables
Call 0800 3164060
For Technical Assistance
Call 0870 2420303

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1 GETTING STARTED

Thank you for purchasing Samsung multifunctional product. This machine provides printing, copying, scanning, and faxing functions!

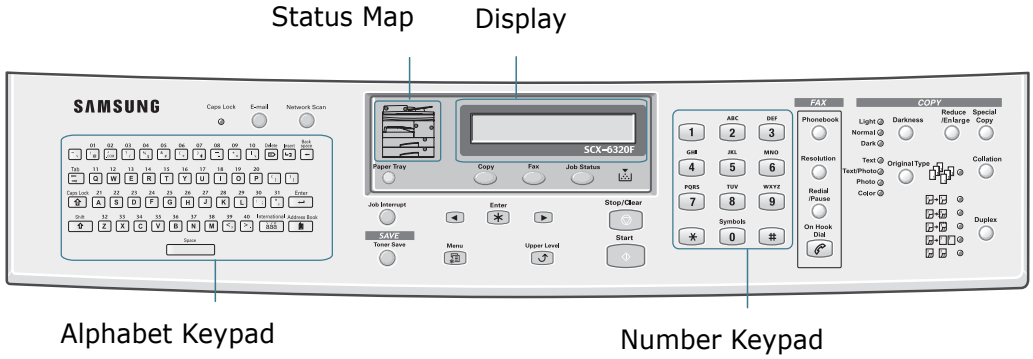
This chapter provides step-by-step instructions on setting up the machine, and installing the software.

This chapter includes:

- **Control Panel Functions**
- **Setting Machine ID**
- **Setting the Date and Time**
- **Setting the Sounds**

Control Panel Functions

SCX-6320F



1 E M A I L	E-mail	Selects the E-mail mode to activate.
	Network Scan	Selects the Network Scan mode to activate.
	Alphabet keypad	Used to enter characters in E-mail mode. Used to store frequently dialled fax number and dial them with a touch of the buttons.
	Address Book	Used to store and send addresses.
2	Status Map	When an error occurs, the light on the corresponding location on the Status map turns on, as well as the error indicator, and the error message appears on the display so that you can locate the error. For details on the meaning of the error messages, see the User's Guide.
	Display	Displays the current status and prompts during operation.
	Paper Tray	Used to select a paper tray source between Cassette and Bypass in Copy or Fax mode.
	Copy	Selects the Copy mode to activate.
	Fax	Selects the Fax mode to activate.
	Job Status	Shows the current job.

2		Turns on when the toner cartridge is empty.
		Used to interrupt the network or PC printing process or the portion of the copying process.
3		Allows you to save on toner by using less toner to print a document.
4		Enters Menu mode and scrolls through the menus available.
		Sends you back to the previous menu level or exits the menu.
		Confirms the selection on the display.
		Scrolls though the menu items and the options available for the selected menu item.
		Used to activate the job.
		Used to stop an operation at any time. Used to return to Standby mode.
5	Number Keypad	Used to dial a number or enter alphanumeric characters.
6 FAX		Allows you to store frequently-dialed fax numbers using a one or two-digit speed dial or group number for automatic dialling and edit the stored numbers. Allows you to print a Phonebook list.
		Used to adjusts the resolution of the current fax job documents.
		Used to redial the last phone number called or to add a pause when storing a number in the dial directory.
		Used to dial a fax number manually.

7 COPY	Darkness	Used to adjust contrast level prior to copying, Faxing or scanning.
	Reduce /Enlarge	Used to adjust copy size from 25% to 400% when using the Document Glass, and 25% to 100% using the DADF.
	Duplex	Used to make two-sided copies in Copy mode.
	Collation	Used to produce collated copies in Copy mode.
	Original Type	Used to use select the original type of original being scanned.
	Special Copy	Used to use special copy features like Clone, Auto fit, 2 Up, Poster and ID card.

Setting Machine ID

In some countries it is required by law to indicate the fax number on any fax sent. The machine ID containing the telephone number and a name, will be printed at the top of each page sent from the machine. To set the Machine ID, take the following steps:

1. Press **Menu** until "Machine Setup" appears on the top line of the display.

2. The first item, "Machine ID", appears on the bottom line of the display and then press **Enter** to enter the selected menu.

3. Enter the fax telephone number and press **Enter**.

4. Enter the ID and press **Enter**.

   If a number or ID has already been entered it is displayed. Press the left scroll button to delete the current entry and enter the correct one.

5. To return to Standby mode, press **Stop/Clear**.

Entering Characters Using the Number Keypad

As you perform various tasks, you'll need to enter names and numbers. For example, when you set up your machine, you enter your name (or your company's name) and telephone number. When you store one-touch, speed dial or group dial number, you may also enter the corresponding names.

To enter alphanumeric characters:

1 When prompted to enter a letter, locate the button labelled with the character you want. Press the button repeatedly until the correct letter appears on the display.

For example, to enter the letter **O**, press **6**, (labelled MNO).

Each time you press **6**, the display shows a different letter, first **M**, then **N** and **O**, and finally **6**.

Number Keypad

You can enter special characters (space, plus sign, etc.). For details, see "Keypad Character Assignment" on page 1.6.

2 To enter additional letters, repeat step 1.

If the next letter is printed on the same button, move the cursor by pressing the right scroll button and then press the button labelled with the letter you want. The cursor moves right and the next letter appears on the display.

3 When you finish entering letters, press **Enter**.

Keypad Character Assignment

Key	Assigned numbers, letters or characters
1	Space 1
2	A B C 2
3	D E F 3
4	G H I 4
5	J K L 5
6	M N O 6
7	P Q R S 7
8	T U V 8
9	W X Y Z 9
0	+ - , . ‘ / * # & 0

Editing Numbers or Names

If you make a mistake while entering a number or name, press the left scroll button at the end of the entries to delete the last digit. Then enter the correct numbers or characters.

To correct errors at the beginning or in the middle of an entry, move the curser using the scroll buttons to under the incorrect entry and correct it.

Inserting a Pause

With some telephone systems, you must dial an access code (9 for example) and listen for a second dial tone. In such cases, you must insert a pause in the telephone number. You can insert a pause while you are setting up one-touch dial, or speed dial numbers.

To insert a pause, press **Redial/Pause** at the appropriate place while entering the telephone number. A “–” will appear on the display at the corresponding location.

Setting the Date and Time

The current time and date are shown on the display when the machine is on and ready for faxing. The time and date are printed on all faxes sent. To set the date and time, take the following steps:

1. Press **Menu** until "Machine Setup" appears on the top line of the display.
2. Press the scroll buttons until "Date & Time" appears on the bottom line of the display and then press **Enter** to enter the selected menu.
3. Enter the correct date and time using the Number keypad.
4. Press **Enter** to save the displayed date.
5. To return to Standby mode, press **Stop/Clear**.

Changing Clock Mode

The product can display time using either a 12-hour or 24-hour format. To set the clock mode, take the following steps:

1. Press **Menu** until "Machine Setup" appears on the top line of the display.
2. Press the scroll buttons until "Clock Mode" appears on the bottom line of the display and then press **Enter** to enter the selected menu.
3. Press the scroll buttons to select either "12 Hour" or "24 Hour".
4. Press **Enter** to save the selected mode.
5. To return to Standby mode, press **Stop/Clear**.

Setting the Sounds

You can control the following sounds:

- Ringer: You can adjust the ringer volume.
- Key Sound: With this option set to "On," a key tone sounds each time any key is pressed.
- Alarm Sound: You can turn the alarm sound on or off. With this option set to "On," an alarm tone sounds when an error occurs or fax communication ends.
- Speaker: You can turn on or off the sounds from the telephone line through the speaker, such as a dial tone or a fax tone. With this option set to "Comm.," the speaker is on until the remote machine answers.

1. Press **Menu** until "Sound/Volume" appears.

2. Press the scroll buttons until the desire sound you want to set appears on the bottom line of the display.

   Press **Enter** to enter the selected menu.

3. Press the scroll buttons to select the status or loudness you want for the option you have selected.

   For the ringer volume, you can select from "Off", "Low", "Med" and "High". Setting "Off" means that the ringer turns off. The machine works normally even if the ringer is turned off.

4. Press **Enter** to save the selection.

5. To return to Standby mode, press **Stop/Clear**.

2 SENDING A FAX

The following topics are included:

- **Preparing Documents for Faxing**
- **Loading Document(s) for Faxing**
- **Sending a Fax**
- **Adjusting the Document Settings**
- **Sending a Fax Manually**
- **Canceling a Fax**

Preparing Documents for Faxing

Use the following guidelines to prepare your documents for faxing:

Do not attempt to feed the following types of documents into the Automatic Document Feeder:

- carbon-paper or carbon-backed paper
- coated paper
- onion skin or thin paper
- wrinkled or creased paper
- curled or rolled paper
- torn paper

Remove all staples and paper clips before feeding the document.

Make sure any glue, ink or correction fluid on the paper is completely dry before loading the document.

Do not load documents containing different sizes or weights of paper.

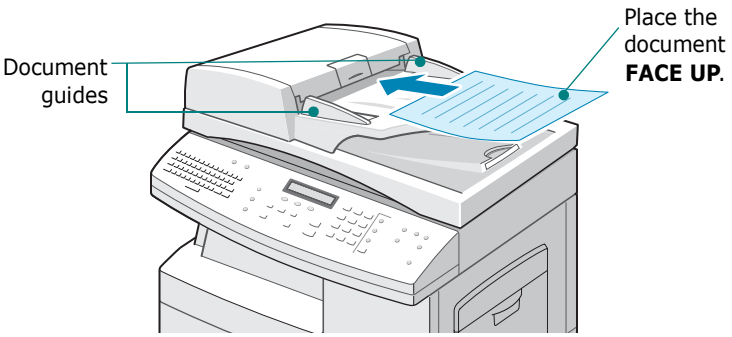
NOTE: If your document falls into any of these categories, use the document glass only.

Loading Document(s) for Faxing

You can load same sized multiple-page documents in the Duplex Automatic Document Feeder (DADF) or one page documents on the scan glass.

To load in the DADF:

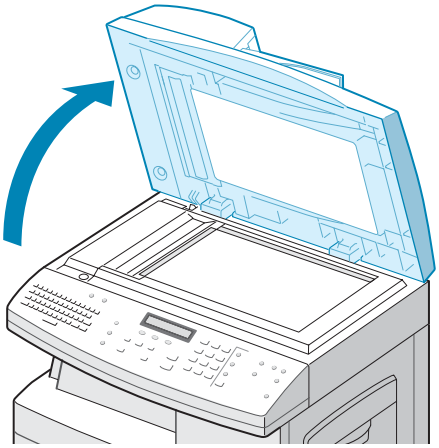
1 Load the document(s) facing up in the DADF and adjust the document guide on the DADF to match the width of the document.



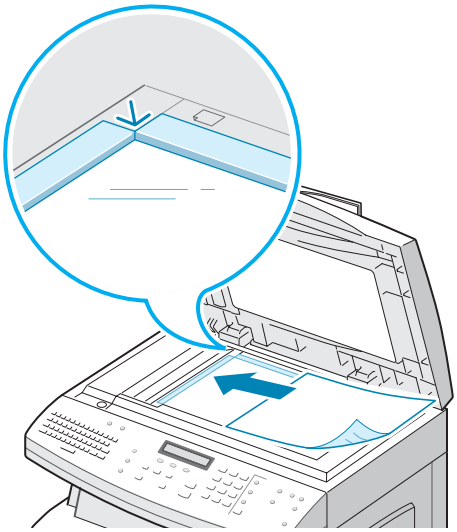
2 Slide the document into the DADF. You can insert up to 50 sheets at a time.

To load on the scanner glass:

1 Open the document cover.



2 Place the document face down on the scanner glass and close the cover.



3 Close the document cover completely. A slanted cover may cause light exposure when scanning.

NOTE: Make sure that documents are not in the DADF. If any document is detected in the DADF, that document has priority over the document on the glass plate.

Sending a Fax

1. Load the document you want to send in the Duplex Automatic Document Feeder (DADF) or on the scanner glass. See "Loading Document(s) for Faxing" on page 2.3.

2. Make sure that the machine is in the fax idle mode. If necessary, press **Fax** to enter the fax idle mode.

3. You can use **Resolution**, **Original Type**, **Darkness** and/or **Duplex** to choose the appropriate sending condition for the document. For details, see "Adjusting the Document Settings" on page 2.6.

4. Use the number keypad to enter the number of the remote fax machine.

   If you make a mistake while entering a number, use **Stop/Clear**.

   You can store Speed dial numbers so that you can dial them with one or two-digit numbers. See "Speed Dialling" on page 4.5.

5. Press **Start**.

   The document scans into memory. If the document is placed on the scanner glass, the display asks if you want to send another page. Place the next page on the glass and select "Yes" if you have more than one page to send. If not, select "No". The scanned page(s) will be sent immediately.

NOTE: You can cancel a fax job while it is faxing by pressing **Stop/Clear** twice.

Adjusting the Document Settings

When setting common text based documents, the default document settings produce good results.

However, if you send documents that are of poor quality, or contain photographs, you can use the following buttons to ensure a higher quality:

Resolution - increases sharpness and clarity. You can choose from:

- **Standard**: for documents with normal sized characters.
- **Fine**: for documents containing small characters or thin lines, or for sending documents printed using a dot-matrix printer.
- **Super Fine**: for documents containing extremely fine detail. Super Fine mode is enabled only if the remote machine also supports Super Fine resolution.

Original Type - allows you to select the original document type you want to send from **Text**, **Text/Photo**, **Photo** and **Color**. To use **Color**, the remote fax machine must also have the capability to receive a color fax to use this feature.

Darkness - allows you to select the contrast of the document. Set to "Dark" when the document contains faint pencil markings or light print. Set to "Light" for a darker print.

Duplex - allows you to send a 2-sided document by selecting "Yes" or "No". You must load the document in the DADF. With this feature selected, the machine scans one page first, and then automatically turns the page back and then scans the other page.

To adjust the document settings:

1. Press the key you want to use.
2. Press the key repeatedly or the scroll buttons to choose one of the options available.
3. Press **Enter** to save the selection.

Sending a Fax Manually

Manual sending allows you to talk to the other party before sending the document. This method is useful if the other party must manually set their fax machine to receive before they can receive a fax. For this mode, you need to have a telephone connected to the **EXT.** jack on back of your machine.

1. Load the document you want to send in the Duplex Automatic Document Feeder (DADF) or on the scanner glass. See "Loading Document(s) for Faxing" on page 2.3.

2. Make sure that the machine is in the fax idle mode. If necessary, press **Fax** to enter the fax idle mode.

3. You can use **Resolution**, **Original Type**, **Darkness** and/or **Duplex** to choose the appropriate sending condition for the document. For details, see "Adjusting the Document Settings" on page 2.6.

4. Press **On Hook Dial**. When you hear a dial tone, enter the number of the remote fax machine.

5. When you hear the other party answer the call, start talking using the extension phone.

6. When you hear the high-pitched fax signal of the other party's fax machine, press **Start**.

Canceling a Fax

Press **Stop/Clear** twice during the transmission.

MEMO

3 RECEIVING A FAX

The following topics are included:

- **About Receive Mode**
- **Loading Paper for Receiving Faxes**
- **Receiving Automatically in FAX Mode**
- **Receiving Automatically in ANS/FAX Mode**
- **Receiving Manually in TEL Mode**
- **Receiving Manually Using an Extension Telephone**
- **Receiving Fax in the Memory**

About Receive Mode

Your machine has three reception modes: Fax, Tel, and Ans/Fax.

In Fax mode - The machine answers an incoming call and immediately goes into fax receive mode.

In Tel mode - When the incoming ringer sounds, press **On Hook Dial**. If you hear a fax tone, press **Start**. The machine begins receiving a fax.

In Ans/Fax mode - To use this mode, you must attach an answering machine to the **EXT.** jack on the back of your machine. The answering machine answers an incoming call, and the caller can leave a message on the answering machine. If your machine hears a fax tone on the line, it automatically starts to receive the fax.

The current receive mode is displayed when the machine is in the fax idle mode.

If you seldom use the fax line for voice conversations, set your machine to receive a fax automatically by selecting the Fax mode.

Loading Paper for Receiving Faxes

The instructions for loading paper in the paper input tray are the same whether you are printing, faxing, or copying, except that faxes can only be printed on letter-, A4-, or legal-sized paper.

Selecting a Paper Tray for Receiving Faxes

After loading paper for receiving faxes, you need to specify the paper tray you want to use. Take the following steps:

1. Press **Menu**.

   "Paper Settings" appears on the top line of the display.

2. Press the scroll buttons to display "Fax Paper Tray" on the bottom line of the display and then press **Enter**.

3. Select the paper tray you will use for receiving faxes and then press **Enter**. You can select "All" or "Tray 1".

Setting the Paper Size for Fax

After loading paper, you must let your machine recognize the correct size of paper you are loading in the paper tray. Your machine uses this setting when printing reports and determining auto reduction for incoming faxes.

1. Press **Menu**.

   "Paper Setting" appears.

2. Press the scroll buttons until "Paper Size" displays on the bottom line and then press **Enter**.

3. Press the scroll buttons to display "MP Tray Paper" or "Tray Paper" and then press **Enter**.

4. Using the scroll buttons, select the paper size and then press **Enter**.

Receiving Automatically in FAX Mode

Your machine is preset to Fax mode at the factory. If you have changed the fax mode, take the following steps to receive faxes automatically:

1. In the fax idle mode, press **Menu** until "Fax Setup" displays on the top line.
2. Press the scroll buttons until "Receive Mode" displays on the bottom line and then press **Enter**.
3. Using the scroll buttons, select "Fax" and then press **Enter**.
4. When you receive a call, the machine answers the call on a specified number of rings and receives a fax automatically. To change the number of rings, page 6.7.

Receiving Automatically in ANS/FAX Mode

For this mode, you must attach an answering machine to the **EXT.** jack on the back of your machine.

1. In the fax idle mode, press **Menu** until "Fax Setup" displays on the top line.
2. Press the scroll buttons until "Receive Mode" displays on the bottom line and then press **Enter**.
3. Using the scroll buttons, select "Ans/Fax" and then press **Enter**.
4. When you receive a call, the answering machine will answer.

   If the caller leaves a message, the answering machine stores the message as it would normally. If your machine hears a fax tone on the line, it automatically starts to receive the fax.

NOTES:

- If you have set your machine to Ans/Fax mode and your answering machine is switched off, or no answering machine is connected to your machine, your machine will automatically go into FAX mode after a predefined number of rings.
- If your answering machine has a 'user-selectable ring counter', set the machine to answer incoming calls within 1 ring.
- If you are in Tel mode (manual reception) when the answering machine is connected to your machine, you must switch off the answering machine, or the outgoing message from the answering machine will interrupt your phone conversation.

Receiving Manually in TEL Mode

1. In the fax idle mode, press **Menu** until "Fax Setup" displays on the top line.
2. Press the scroll buttons until "Receive Mode" displays on the bottom line and then press **Enter**.
3. Using the scroll buttons, select "Tel" and then press **Enter**.
4. When the ringer sounds, press **On Hook Dial**.
5. If you hear a fax tone, press **Start**.

The machine begins receiving a fax, and returns to Standby mode when the reception is complete.

Receiving Manually Using an Extension Telephone

This features works best when you are using an extension telephone connected to the **EXT.** jack on back of your machine. You can receive a fax from someone you are talking to on the extension telephone without having to go to the fax machine.

When you receive a call on the extension phone and hear fax tones, press the keys "*9*" (star nine star) on the extension telephone.

The product switches to Fax receive mode and receives the document.

Press the buttons slowly in sequence. If you still hear the fax tone from the remote machine, try pressing "*9*" once again.

"*9*" is the remote receive code preset at the factory. The first and the last asterisks are fixed, but you can change the middle number to whatever you choose. For details on changing the code, see page 6.8.

Receiving Fax in the Memory

Since your machine is a multitasking device, it can receive faxes while you are making copies or printing. If you receive a fax while you are copying or printing, your machine stores the incoming fax in the memory. Then, as soon as you finish copying or printing, the machine automatically prints the fax.

4 AUTOMATIC DIALLING

The following topics are included:

- **One-Touch Dialling**
- **Speed Dialling**
- **Group Dialling**
- **Printing Phone Book List**

One-Touch Dialling

The keys on the E-mail control panel let you to store frequently used fax numbers and automatically dial a number with one touch of a button.

You can store up to 40 frequently used fax numbers.

Storing a Number for One-Touch Dialling

1. Make sure that the machine is in the fax idle mode. If necessary, press **Fax** to enter the fax idle mode.

2. Press **Phonebook** until "Store & Edit" displays on the bottom line and then press **Enter**.

3. Press the scroll buttons until "One Touch Dials" displays on the bottom line and then press **Enter**.

4. Enter a one-touch dial number by using the number keypad and then press **Enter**.

5. Enter the number you want to store by using the number keypad and then press **Enter**.

   To insert a pause between numbers, press **Redial/Pause** and a "–" appears on the display.

   If you make a mistake while entering a number, press the left scroll button and re-enter the correct number.

6. To assign a name to the number, enter the desired name using the E-mail keyboard.

   Or,

   If you do not want to assign a name, skip this step.

7. Press **Enter** when the name appears correctly or without entering a name.

8. To store more telephone numbers, press the desired one-touch button and repeat steps 4 through 6.

   Or

   To return to Standby mode, press **Stop/Clear**.

Storing a Number Using the One-touch Dial Buttons on the E-mail Keyboard

1. Make sure that the machine is in the fax idle mode. If necessary, press **Fax** to enter the fax idle mode.

2. Enter the number you want to store by using the number keypad and then press the one-touch dial button on the E-mail keyboard.

   Or, press and hold the one-touch dial button you want to and enter the number.

3. Press **Enter** to save the number.

4. To assign a name to the number, enter the desired name using the E-mail keyboard.

   Or,

   If you do not want to assign a name, skip this step.

5. Press **Enter** when the name appears correctly or without entering a name.

6. To store more telephone numbers, repeat steps 2 through 3.

   Or

   To return to Standby mode, press **Stop/Clear**.

Sending a Fax using a One-Touch Number

1. Load the document you want to send in the Duplex Automatic Document Feeder (DADF) or on the scan glass. See "Loading Document(s) for Faxing" on page 2.3.

2. Make sure that the machine is in the fax idle mode. If necessary, press **Fax** to enter the fax idle mode.

3. You can use **Resolution**, **Original Type**, **Darkness** and/or **Duplex** to choose the appropriate sending condition for the document. For details, see "Adjusting the Document Settings" on page 2.6.

4. Press the one-touch dial button where you stored a number.

5 The document scans into memory.

If the document is placed on the scanner glass, the display asks if you want to send another page. Place the next page on the glass and select "Yes" if you have more than one page to send. If not, select "No". The scanned page(s) will be sent immediately.

6 The fax number stored in the one-touch dial location will be automatically dialled and then the document will be sent when the remote fax machine answers.

Editing a Speed Dial Number

1 Make sure that the machine is in the fax idle mode. If necessary, press **Fax** to enter the fax idle mode.

2 Press **Phonebook** until "Store & Edit" appears on the bottom line and then press **Enter**.

3 Press the scroll buttons until "One Touch Dials" displays on the bottom line and then press **Enter**.

4 Press the one-touch dial buttons you want to edit and then press **Enter**.

5 Press the Left scroll button at the end of the entries to delete the last digit or press and hold it to delete all digits you entered.

To correct the beginning or the middle of an entry, move the curser using the scroll buttons under the incorrect entry and correct it.

6 Press **Enter** when the number and name appear correctly.

Speed Dialling

You can store up to 200 numbers in your machine's memory and dial them with one, two or three-digit Speed Dial numbers.

Storing a Number for Speed Dialling

1. Make sure that the machine is in the fax idle mode. If necessary, press **Fax** to enter the fax idle mode.

2. Press **Phonebook** until "Store & Edit" displays on the bottom line and then press **Enter**.

3. "Speed Dials" displays on the bottom line. Press **Enter**.

4. Enter a speed dial number between 0 to 199 by using the number keypad and then press **Enter**.

   If a number is already stored in the location you chose, the displays shows "Delete?" to allow you to delete the number. To start over with another speed-dial number, press **Upper Level** or to delete, press **Enter** when "Delete?" displays.

5. Enter the number you want to store by using the number keypad and press **Enter**.

   To insert a pause between numbers, press **Redial/Pause** and a "-" appears on the display.

6. To assign a name to the number, enter the desired name using the E-mail keyboard.

   Or,

   If you do not want to assign a name, skip this step.

7. Press **Enter** when the name appears correctly or without entering a name.

8. To store more telephone numbers, repeat steps 4 through 7. To return to the idle mode, press **Stop/Clear**.

Sending a Fax Using a Speed Dial Number

1. Load the document you want to send in the Duplex Automatic Document Feeder (DADF) or on the scan glass. See "Loading Document(s) for Faxing" on page 2.3.

2. Make sure that the machine is in the fax idle mode. If necessary, press **Fax** to enter the fax idle mode.

3. You can use **Resolution**, **Original Type**, **Darkness** and/or **Duplex** to choose the appropriate sending condition for the document. For details, see "Adjusting the Document Settings" on page 2.6.

4. Press **Phonebook**.

   "Search & Dial" appears on the bottom line. Press **Enter**.

5. Press the scroll buttons. You can search downward or upward through the entire memory in the alphabetical order (from A to Z).

   While searching through the machine's memory, you will see that each entry is preceded by one of three letters: "T" for one-touch dial, "S" for speed, or "G" for group dial number. These letters tell you how the number is stored.

   Or, press the button labelled with the letter you want to search for. A name beginning with the letter appears on the display.

6. When the desired number displays, press **Start**. The document scans into memory.

7. If the document is placed on the scanner glass, the display asks if you want to send another page. Place the next page on the glass and select "Yes" if you have more than one page to send. If not, select "No". The scanned page(s) will be sent immediately.

8. The fax number stored in the speed dial location will be automatically dialled, then the document will be sent when the remote fax machine answers.

Editing a Speed Dial Number

1. Make sure that the machine is in the fax idle mode. If necessary, press **Fax** to enter the fax idle mode.

2. Press **Phonebook** until "Store & Edit" appears on the bottom line and then press **Enter**.

3. Press the scroll buttons until "Speed Dials" displays on the bottom line and then press **Enter**.

4. Enter a speed dial number you want to edit and then press **Enter**.

5. Press the Left scroll button at the end of the entries to delete the last digit or press and hold it to delete all digits you entered.

   To correct the beginning or the middle of an entry, move the curser using the scroll buttons under the incorrect entry and correct it.

6. Press **Enter** when the number and name appear correctly.

Group Dialling

If you frequently send the same document to several destinations, you can create a group of these destinations and set them under a one, two, or three-digit group dial location. This enables you to send the same document to all the destinations in the group.

Storing a Number for Group Dialling

1. Make sure that the machine is in the fax idle mode. If necessary, press **Fax** to enter the fax idle mode.

2. Press **Phonebook** until "Store & Edit" displays on the bottom line and then press **Enter**.

3 Press the scroll buttons until "Group Dials" displays on the bottom line and then press **Enter**.

4 Press the scroll buttons until "New" displays on the bottom line and then press **Enter**.

5 Enter a group number between 0 to 199 using the number keypad and then press **Enter**.

If a number is already stored in the location you chose, the displays shows "Delete?" to allows you to delete the number. To start over with another speed-dial number, press **Upper Level** or to delete, press **Enter** when "Delete?" displays.

6 The display asks you to enter a speed dial number. Enter the speed dial number you want to include in the group or press the scroll buttons to display the speed dial number entries and then press **Enter**.

Or, press the one-touch dial button you want to store and press **Enter**.

7 Repeat the step 6 to enter other speed dial numbers or one-touch dial numbers into the group.

8 Press **Upper Level** when you finish entering speed dial number in the group. The display asks you to enter ID.

9 To assign a name to the group, enter the desired name using the E-mail keyboard. If you do not want to assign a name, skip this procedure.

10 Press **Enter** when the name appears correctly or without entering a name.

11 If you want to assign another group, repeat from step 4.

Or

To return to Standby mode, press **Stop/Clear**.

NOTE: You cannot include one group dial number in another group dial number.

Sending a Fax Using Group Dialling

1. Load the document you want to send in the Duplex Automatic Document Feeder (DADF) or on the scanner glass. See "Loading Document(s) for Faxing" on page 2.3.

2. Make sure that the machine is in the fax idle mode. If necessary, press **Fax** to enter the fax idle mode.

3. You can use **Resolution**, **Original Type**, **Darkness** and/or **Duplex** to choose the appropriate sending condition for the document. For details, see "Adjusting the Document Settings" on page 2.6.

4. Press **Phonebook**. "Search & Dial" appears on the top line and then press **Enter**.

5. Press the scroll buttons. You can search downward or upward through the entire memory in the alphabetical order (from A to Z).

   While searching through the machine's memory, you will see that each entry is preceded by one of three letters: "T" for one-touch dial, "S" for speed, or "G" for group dial number. These letters tell you how the number is stored.

   Or, press the button labelled with the letter you want to search for. A name beginning with the letter appears on the display.

6. When the desired number displays, press **Enter**. The document scans into memory.

7. If the document is placed on the scanner glass, the display asks if you want to send another page. Place the next page on the glass and select "Yes" if you have more than one page to send. If not, select "No". The scanned page(s) will be sent immediately.

   Your machine automatically scans the document loaded in the document tray into the memory, and the machine will dial each of the numbers included in the Group.

NOTE: You can use only one group number for one operation. Then continue the procedure to complete the desired operation.

Editing a Group Number

You can delete a specific one-touch or speed dial number from a selected group or add a new number to the selected group.

1. Repeat steps 1 through 3 on page 4.7.
2. Press the scroll buttons until "Edit" displays on the bottom line and then press **Enter**.
3. Press the scroll buttons to scroll through the group entries.
4. Press **Enter** when you find the group you want to edit.
5. Press the scroll buttons to scroll through a specific speed dial number from the group and then press **Enter**. The display shows "Delete?" or "Add?" then press **Enter**.
6. Repeat steps 2 and 5 until you complete the changes.
7. Press **Upper Level** when you finish editing. If there is a name assigned to the group, the name appears in the upper line of the display.
8. Change the name if necessary, and press **Enter**.
9. The machine returns to Standby mode

Printing Phone Book List

The Phone Book list shows all of the numbers currently stored in the machine's memory as one-touch dial, speed dial and group dial numbers.

1. Make sure that the machine is in the fax idle mode. If necessary, press **Fax** to enter the fax idle mode.
2. Press **Phonebook** until "Print" displays on the bottom line and then press **Enter**.

   The Phone Book list will be printed.

5 OTHER WAYS TO FAX

The following topics are included:

- **Redialling**
- **Delayed Sending**
- **Priority Sending**
- **Broadcast Sending**
- **Batch Sending**
- **Toll Save Sending**
- **Polling**

Redialling

To redial the number last called:

1. Press **Redial/Pause**. If a document is loaded in the DADF or on the document glass, the machine automatically begins to send.

To search through the Redial memory:

1. Press and hold **Redial/Pause** for about 2 seconds.
2. The Redial memory in your machine retains the last 10 numbers called. If you have dialled the same number multiple times, the machine does not count the duplicates.
3. Press the scroll buttons to search through the memory until you see the number you want on the display.
4. Press **Start** to dial. If a document is loaded in the DADF, the machine automatically begins to send.

NOTE: For documents scanned from the document glass, the display asks if you want to scan another page. Select "Yes" to add another page, otherwise select "No".

Delayed Sending

You can set your machine to send a fax at a later time when you will not be present.

1. Load the document you want to send in the Duplex Automatic Document Feeder (DADF) or on the scan glass. See "Loading Document(s) for Faxing" on page 2.3.

2. Make sure that the machine is in the fax idle mode. If necessary, press **Fax** to enter the fax idle mode.

3. You can use **Resolution**, **Original Type**, **Darkness** and/or **Duplex** to choose the appropriate sending condition for the document. For details, see "Adjusting the Document Settings" on page 2.6.

4. Press **Menu** until "Fax Features" displays on the top line.

5. "Delayed Fax" appears on the bottom line and then press **Enter**.

6. Enter the number of the remote fax machine using the number keypad and then press **Enter**.

   Or, press **Phonebook** and enter the speed dial number or one-touch dial number.

7. The display asks if you want to enter another number. To enter another number, select "Yes" and repeat step 6. To send to one location or when you finish entering numbers, select "No."

8. Enter a name for the job and then press **Enter**. You may skip this step.

9. The display shows the current time and asks you to enter the start time when the fax is to be sent.

10. Enter the time by using the number keypad.

    To select AM or PM for 12-hour format, press the Sharp key(#). If you set a time earlier than the current time, the document will be sent at that time on the following day.

11 Press **Enter** when the start time displays correctly.

12 The document will be scanned into memory before transmission.

For documents scanned from the document glass, the display asks if you want to send another page. Change the page and select "Yes" or "No". If "Yes" is selected, the next page is scanned. Repeat this until all pages are scanned then select "No".

13 The pages will be sent at the specified time.

Priority Sending

When this feature is enabled, a priority document can be sent ahead of reserved operations. The document is scanned into memory, then transmitted when the current operation is concluded.

1 Load the document you want to send in the Duplex Automatic Document Feeder (DADF) or on the scanner glass. See "Loading Document(s) for Faxing" on page 2.3.

2 Make sure that the machine is in the fax idle mode. If necessary, press **Fax** to enter the fax idle mode.

3 You can use **Resolution**, **Original Type**, **Darkness** and/or **Duplex** to choose the appropriate sending condition for the document. For details, see "Adjusting the Document Settings" on page 2.6.

4 Press **Menu** until "Fax Features" displays on the top line.

5 Press the scroll buttons until "Priority Fax" displays on the bottom line and press **Enter**.

6 Enter the number of the remote fax machine using the number keypad.

Or, press **Phonebook** and enter the speed dial number or one-touch dial number.

7 Press **Enter** to confirm the number. The display asks you to enter a name.

8 Enter the name using the number keypad and press **Enter** to confirm the name.

9 The document will be scanned into the memory before transmission.

For documents scanned from the document glass, the display asks if you want to send another page. Change the page and select "Yes" or "No". If "Yes" is selected, the next page is scanned. Repeat this until all pages are scanned then select "No". The machine returns to idle mode.

Broadcast Sending

When sending a fax you will usually want to use the memory send feature. This means that the document you wish to fax is stored in the memory of the fax machine before it is transmitted. The advantages of this allow the machine to retry sending the fax in case of failure.

1 Load the document you want to send in the Duplex Automatic Document Feeder (DADF) or on the scanner glass. See "Loading Document(s) for Faxing" on page 2.3.

2 Make sure that the machine is in the fax idle mode. If necessary, press **Fax** to enter the fax idle mode.

3 You can use **Resolution**, **Original Type**, **Darkness** and/or **Duplex** to choose the appropriate sending condition for the document. For details, see "Adjusting the Document Settings" on page 2.6.

4 Press **Menu** until "Fax Features" appears on the top line of the display.

5 Press the scroll buttons until "Broadcasting" displays on the bottom line and then press **Enter**.

6 Use the number keypad to dial the number of the remote fax machine and then press **Enter**.

Or, press **Phonebook** and enter the speed dial number or one-touch dial number.

7 The display asks if you want to enter another number. To enter another number, select "Yes" and repeat step 6. To send to one location or when you finish entering numbers, select "No." and press **Enter**.

8 The document scans into memory. The display asks if you want to send another page. Change the page and select "Yes" or "No". If "Yes" is selected, the next page is scanned. Repeat this until all pages are scanned then select "No."

Batch Sending

You can use this feature to send faxes that are going to the same location, in one batch.

1 Load the document you want to send in the Duplex Automatic Document Feeder (DADF) or on the scanner glass. See "Loading Document(s) for Faxing" on page 2.3.

2 Make sure that the machine is in the fax idle mode. If necessary, press **Fax** to enter the fax idle mode.

3 You can use **Resolution**, **Original Type**, **Darkness** and/or **Duplex** to choose the appropriate sending condition for the document. For details, see "Adjusting the Document Settings" on page 2.6.

4 Press **Menu** until "Fax Features" appears on the top line of the display.

5 Press the scroll buttons until "Batch Transmission" displays on the bottom line and then press **Enter**.

6 Select "On" or "Off" using the scroll buttons and press **Enter**.

7 If you select "On", enter a Batch Interval between 0 ~ 99 and press **Enter**.

Toll Save Sending

If you have set a specific toll save time, you can quickly set your document(s) to be sent at the preset time using the Toll Save feature. Using this feature, you can take advantage of lower long distance rates at night, for example.

1. Load the document you want to send in the Duplex Automatic Document Feeder (DADF) or on the scanner glass. See "Loading Document(s) for Faxing" on page 2.3.
2. Make sure that the machine is in the fax idle mode. If necessary, press **Fax** to enter the fax idle mode.
3. Press **Menu** until "Fax Features" appears on the top line of the display.
4. Press the scroll buttons until "Toll Save" displays on the bottom line and then press **Enter**.
5. Select "On" or "Off" using the scroll buttons and press **Enter**.
6. If you select "On", enter the specific start time using the number keypad and press **Enter** to save the settings.
7. Enter the end time and press **Enter**.
8. Press **Start** to send the document during the toll save time.
9. The document scanned into memory.

Polling

What is Polling?

Polling is used when one fax machine requests another to send a document. This is useful when the person with the original document is not in the office. The person who wants to receive the document calls the machine holding the original and requests that the document be sent. In other words, it "polls" the machine holding the original.

Storing Documents To Be Polled (Tx Poll)

You can program your machine to send documents in your absence when polled by a remote fax machine. It is possible to use a poll code to prevent unauthorized polling of your product. When you secure your product in this manner, only those who know the poll code can poll your product.

1. Load the document you want to send in the Duplex Automatic Document Feeder (DADF) or on the scan glass. See "Loading Document(s) for Faxing" on page 2.3.

2. Make sure that the machine is in the fax idle mode. If necessary, press **Fax** to enter the fax idle mode.

3. You can use **Resolution**, **Original Type**, **Darkness** and/or **Duplex** to choose the appropriate sending condition for the document. For details, see "Adjusting the Document Settings" on page 2.6.

4. Press **Menu** until "Fax Features" appears on the top line of the display.

5. Press the scroll buttons until "Polling" displays on the bottom line and then press **Enter**.

6. Press the scroll buttons until "Tx Poll" displays on the bottom line and then press **Enter**.

   Enter a 4 digit Tx poll code using the number keypad and then press **Enter**.

7 Select "On" or "Off" using the scroll buttons and press **Enter**. To store the document in the bulletin board memory, select "On"

8 The document scans into memory. The display asks if you want to send another page. Change the page and select "Yes" or "No". If "Yes" is selected, the next page is scanned. Repeat this until all pages are scanned then select "No".

9 The machine returns to idle mode.

Polling Documents from Another Machine (Delay Rx Poll)

Delayed polling allows you to program the machine to poll a remote machine at a later time. When you use delay Rx Poll to retrieve a document, the remote machine must be ready to be polled.

1 Make sure that the machine is in the fax idle mode. If necessary, press **Fax** to enter the fax idle mode.

2 You can use **Resolution**, **Original Type**, **Darkness** and/or **Duplex** to choose the appropriate sending condition for the document. For details, see "Adjusting the Document Settings" on page 2.6.

3 Press **Menu** until "Fax Features" appears on the top line of the display.

4 Press the scroll buttons until "Polling" displays on the bottom line and then press **Enter**.

5 Press the scroll buttons until "Delay Rx Poll" displays on the bottom line and then press **Enter**.

6 Enter the number of the remote fax machine using the number keypad.

To enter the number, you can also press **Phonebook** and enter a speed dial number.

Press **Enter** to confirm the number.

7 The display asks if you want to enter another number. To enter another number, select "Yes" and repeat step 6. To send to one location or when you finish entering numbers, select "No."

8 The display shows the current time and asks you to enter the start time when the fax is to be received.

9 Enter the time by using the number keypad.

To select AM or PM for 12-hour format, press the scroll buttons. If you set a time earlier than the current time, the document will be received at that time on the following day.

10 Press **Enter** when the start time displays correctly.

11 Enter a 4 digit poll code using the number keypad and press **Enter**.

12 The machine returns to idle mode.

6 Additional Features

The following topics are included:

- **Mail Box**
- **Forwarding Fax Messages**
- **Setting Up Fax Options**
- **Using Fax Features**
- **Printing a Report**
- **Using Printer Settings Utility**
- **Clearing Memory**

Mail Box

This menu allows you to store a document in a mailbox, to delete a document in a mailbox, to print a mailbox and to poll a mailbox.

Setting Up a Mailbox

This feature allows you to program up to 15 individual mailboxes. Each mailbox has a corresponding mailbox number, name and password. The mailbox password is used to print the mailbox content locally or retrieve remotely using the mailbox poll feature.

Creating a Mailbox

1. Press **Menu** until "Sys. Admin Tools" displays on the top line.
2. Press the scroll buttons until "Mailbox Setup" displays on the bottom line and then press **Enter**.
3. Press the scroll buttons until "Create" displays on the bottom line and then press **Enter**.
4. Select "Set_Conf_Mbx" or "Set_Bull_Mbx" and press **Enter**.

   The number of mail box you can make is 15.
5. Enter a box number.
6. The display asks you if you want to set security. Select "Yes" or "No" and press **Enter**.
7. If you select "Yes", enter passcode and then enter ID.
8. The display asks you if you want to add another ID. Select "Yes" or "No".

Deleting the Mailbox

1. Press **Menu** until "Sys. Admin Tools" displays on the top line.
2. Press the scroll buttons until "Mailbox Setup" displays on the bottom line and then press **Enter**.
3. Press the scroll buttons until "Delete" displays on the bottom line and then press **Enter**.
4. Enter the box number you want to delete and the passcode.
5. When a confirming message appears, select "Yes."

Storing Documents in the Mailbox

Use the following procedure to store a document in a mailbox.

1. Load the document you want to send in the Duplex Automatic Document Feeder (DADF) or on the scanner glass. See "Loading Document(s) for Faxing" on page 2.3.
2. Make sure that the machine is in the fax idle mode. If necessary, press **Fax** to enter the fax idle mode.
3. Press **Menu** until "Mail Box" displays on the top line.
4. Press the scroll buttons until "Store" displays on the bottom line and then press **Enter**.
5. Enter the box number you want to store the document in and press **Enter**.
6. The document scanned into memory.

   For documents that are scanned from the document glass, the display asks if you want to store another page. Change the page and select "Yes" or "No". If "Yes" is selected, the next page is scanned. Repeat this until all pages are scanned then select "No".
7. The display shows the total number of document be stored.

Printing Mailbox Contents

1. Press **Menu** until "Mail Box" displays on the top line.

2. Press the scroll buttons until "Print" displays on the bottom line and then press **Enter**.

3. Enter the box number you want to print and press **Enter**.

   If you have set security, enter the passcode assigned to the selected box and press **Enter**.

   Mailbox will be printed.

Deleting Mailbox Contents

1. Press **Menu** until "Mail Box" displays on the top line.

2. Press the scroll buttons until "Delete" displays on the bottom line and then press **Enter**.

3. Enter the box number you want to delete and press **Enter**.

   If you have set security, enter the passcode assigned to the selected box and press **Enter**.

   The Mailbox contents will be deleted.

Polling from a Mailbox

1. Press **Menu** until "Mail Box" displays on the top line.

2. Press the scroll buttons until "Poll From" displays on the bottom line and then press **Enter**.

3. Enter the box number to be polled and press **Enter**.

4. If you have set security, enter the passcode assigned to the selected box and press **Enter**.

5. Enter a remote fax number and press **Enter**.

6. The display shows the current time and asks you to enter the start time when the fax is to be polled.

7 Enter the time by using the number keypad.

To select AM or PM for 12-hour format, press the scroll buttons. If you set a time earlier than the current time, the document will be received at that time on the following day.

8 Press **Enter** when the start time displays correctly.

Sending Documents to a Mailbox

1 Load the document you want to send in the Duplex Automatic Document Feeder (DADF) or on the scan glass. See "Loading Document(s) for Faxing" on page 2.3.

2 Press **Menu** until "Mail Box" displays on the top line.

3 Press the scroll buttons until "Send" displays on the bottom line and then press **Enter**.

4 Enter the box number for storing the document be sent and press **Enter**.

5 If you have set security, enter the passcode assigned to the selected box and press **Enter**.

6 Enter a remote fax number and press **Enter**.

7 The display shows the current time and asks you to enter the start time when the fax is to be sent.

8 Enter the time by using the number keypad.

To select AM or PM for 12-hour format, press the scroll buttons. If you set a time earlier than the current time, the document will be sent at that time on the following day.

9 Press **Enter** when the start time displays correctly.

10 The document is scanned.

For documents are scanned from the document glass, the display asks if you want to store another page. Change the page and select "Yes" or "No". If "Yes" is selected, the next page is scanned. Repeat this until all pages are scanned then select "No".

Forwarding Fax Messages

You can set your machine to forward incoming or outgoing faxes to another fax number. When the fax arrives or sends, it is stored in memory. Then, your machine dials the fax number you have specified and sends the fax.

You can also select an option which allows you to print out a fax on your machine if the fax forwarding has been completed without error.

1. Press **Menu** until "Sys. Admin Tools" displays on the top line.

2. Press the scroll buttons until "Fax/Email Forward" displays on the bottom line and then press **Enter**.

3. Press the scroll buttons until "Forward To Fax" displays on the bottom line and then press **Enter**. The following options are available:

   Off: turns the fax forwarding off.

   Tx Only: forwards only outgoing faxes.

   Rx Only: forwards only incoming faxes.

   All: forwards both outgoing and incoming faxes.

4. When there is an assigned fax number, the display asks you if you want to delete it or not. After selecting, press **Enter**.

5. If you select "Yes", enter another forwarding fax number and press **Enter**.

6. The display asks you if you want to add another number. Select "Yes" or "No" and press **Enter**.

7. The display asks you if you want to print a local copy. If you want to print forwarded faxes, select "Yes" and press **Enter**.

Setting Up Fax Options

Through the Fax Set up menu, you can change the following:

Default-Change: You can change the default values of options. See page 2.6 to learn how to set options.

Receive Mode: You can select the desired fax mode. See page 3.2.

Ring To Answer: Specifies the number of times the machine rings (1 to 7) before answering an incoming call.

Redial Term: Your machine can automatically redial a remote fax machine if it was busy. Terms from 1 to 15 minutes can be entered.

Redials: Specifies the number of redial attempts (0 to 13). If you enter 0, the machine will not redial.

MSG Confirm: A report showing whether the transmission was successful, how many pages were sent, and more. The options are "On", "Off" or "On-Error" (prints only when a transmission is not successful).

Auto Report: A report with detailed information about the previous 50 communications operations, including the time and date. The optional settings are "On" or "Off".

Auto Reduction: When receiving a document as long as or longer than the paper installed in your machine, the machine can reduce the size of the document to fit the size of the paper loaded in the machine. Select "On" if you want to automatically reduce an incoming page. You can set the Horizontal Reduction. With Horizontal Reduction enabled, the machine reduces an incoming document along the horizontal axis only.

With this feature set to "Off", the machine cannot reduce the document to fit onto one page, the document is divided and printed in actual size on two or more pages.

Discard Size: When receiving a document as long as or longer than the paper installed in your machine, you can set the machine to discard any excess at the bottom of the page. If the received page is outside the margin you set, it will print the actual size on two sheets of paper.

If the document is within the margin, and the RX Reduction feature is turned ON, it will be reduced to fit into the appropriate size paper (Discard does not occur). If the Auto Reduction feature is turned OFF or fails, the data within the margin will be discarded. Settings range from 0 to 30 mm.

Prefix Dial: You can set the prefix dial number up to 5 digits. This dial number is dialed first before any autodial number is started. It is useful to access PABX exchange.

Receive Start Code: Receive Start Code allows you to initiate fax reception from an extension phone plugged into **EXT.** jack on the back of the machine. If you pick up the extension phone and hear fax tones, enter the Receive Start Code. The Receive Start Code is preset to *9* at the factory. Settings range from 0 to 9.

ECM Mode: Error Correction Mode compensates for poor line quality. The options are "On" or "Off". If the line quality is poor, the transmission time may be increased when the ECM is enabled.

To display or change default system setup options:

1. Press **Menu** until "Fax Setup" displays on the top line.
2. Press the scroll buttons until the desired option displays and press **Enter**.
3. Press the scroll buttons to select the desired status or use the number keypad to enter the desired value for the option you have selected.
4. Press **Enter** to save the selection.
5. If necessary, repeat Steps from 3 to 5.
6. To return to idle mode, press **Stop/Clear**.

Using Fax Features

Junk Fax Setup: You can register junk fax numbers. The fax messages come from the numbers you store are restricted from your machine.

Secure Receive: You can keep your received faxes from being accessed by unauthorised people.

When a fax is received in the secure receiving mode, your machine stores it into the memory and displays "Secure Receive" to let you know that there is a fax stored.

Stamp RX name: The machine can automatically print the page number, and the time and date at the bottom of each page of received documents.

Fax Duplex: With this option enabled, you can print 2-sided fax pages. You can select "Long Edge" or "Short Edge" according to the desired binding orientation. Setting "Off" turns the feature off.

1. Press **Menu** until "Fax Features" displays on the top line.
2. Press the scroll buttons until the desire option is displays and press **Enter**.
3. Press the scroll buttons to select the desired status or use the number keypad to enter the desired value for the option you have selected.
4. Press **Enter** to save the selection.
5. If necessary, repeat steps 2 through 4.
6. To return to idle mode, press **Stop/Clear**.

Printing a Report

Your machine can print reports containing useful information – Schedule Job, System Data, etc. The following reports are available:

Fax Phone Book: This list shows all of the numbers currently stored in the machine's memory as one-touch dial, speed dial and group dial numbers.

Sent Report: This list shows the results of a fax sent operation.

RCV Report: This list shows the results of a fax received operation.

System Data: This list shows the status of the user-selectable options. After settings are changed, print this list to confirm your changes.

Scheduled Jobs: This list shows the document currently stored for Delayed transmission, Priority transmission, and TX or Delay RX polling. The list shows the starting time, the type of operation and other information.

MSG Confirm: This report shows the fax number of pages, the elapsed time of the job, the communication mode, and the communication results for a particular fax job.

You can set up your machine to automatically print a message confirmation report after each fax job. See page 6.7.

Email TX Report: This report shows the status of the E-mail transmissions.

Junk Fax List: This list shows the fax numbers defined as junk fax numbers by using the Junk Fax Setup menu.

Billing/Counters: This list shows the billing report stored by department code.

Connect Page: Provides connection information for the Network function.

User Auth List: Provides User Authentication information for the E-mail function.

Netscan Journal: This list shows informaton for the Netscan records including IP address, time & date, the number of pages scanned, and result. This report is automatically printed when the report contains the 50 jobs and the recordes that are printed will be deleted.

Print All Reports: Use this option to print all the available reports except Connect Page.

1 Press **Menu** until "Reports" displays on the top line.

2 Press the scroll buttons until the desired option displays and press **Enter**.

The selected list prints out.

Using Printer Settings Utility

Using the Printer Settings Utility, you can set up print system data options, create and edit the Phonebook entries, or view the information of your machine on the desktop window of your computer.

When you install the Samsung software, the Printer Settings Utility is automatically installed.

For information on installing the Samsung software, please refer to the Samsung SCX-6x20 Series User's Guide.

To open the Printer Settings Utility, take the following steps:

1 Start your Windows.

2 Click the **Start** button on your desktop computer.

3 From **Programs**, select **Samsung SCX-6x20 Series**, then **Printer Settings Utility**. Then Samsung SCX-6x20 Series Printer Settings Utility screen appears.

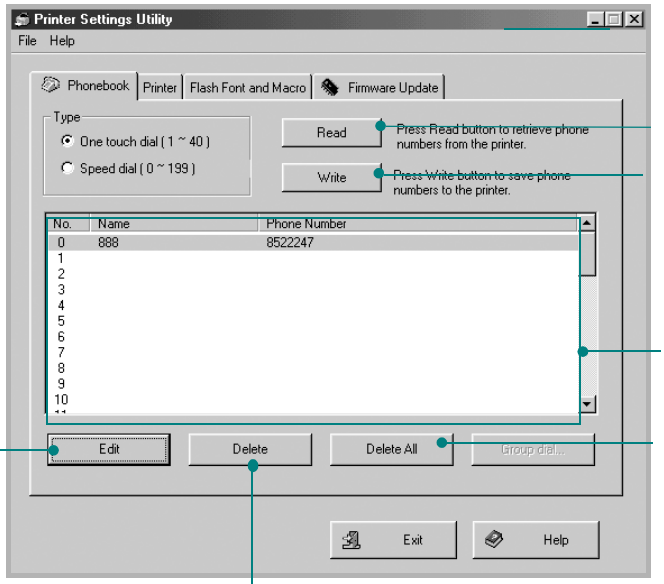
4 The Printer Settings Utility screen provides four tabs; **Phonebook**, **Printer**, **Flash Font and Macro**, and **Firmware Update**.

To exit, click the **Exit** button at the bottom of each tab screen.

For further details, click the **Help** button at the bottom of each tab screen.

Phonebook Tab

Click the **Phonebook** tab to create and edit the Phonebook entries.



Reads the Phonebook entries from the machine to the Printer Settings Utility.

Allows you to download the Phonebook entries from the Printer Settings Utility to the machine.

Phonebook entries

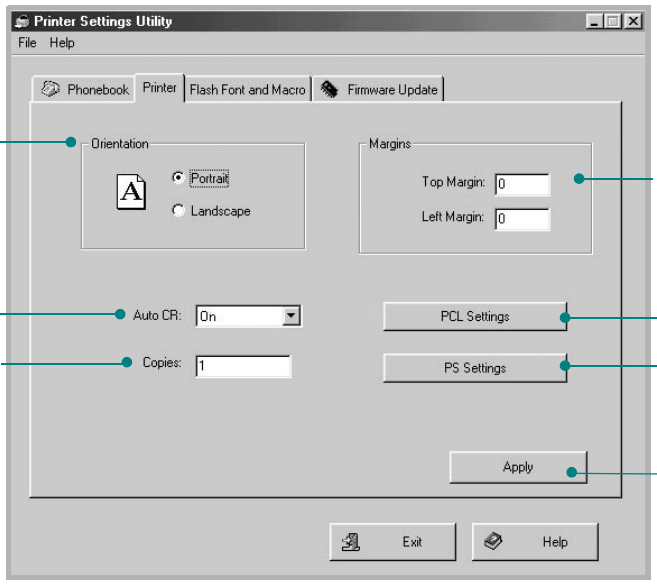
Deletes all Phonebook entries.

Allows you to edit a selected Phonebook entry in a separate Edit dialog box.

Deletes a selected Phonebook entry.

Printer Tab

Click the **Printer** tab to configure printer settings.



Select the Orientation of the paper.

Set to ON, if you want the printer automatically provides the CR (Carriage Return) to each LF (Line Feed).

Enter the number of copies.

Allows you to set the Margin of the paper.

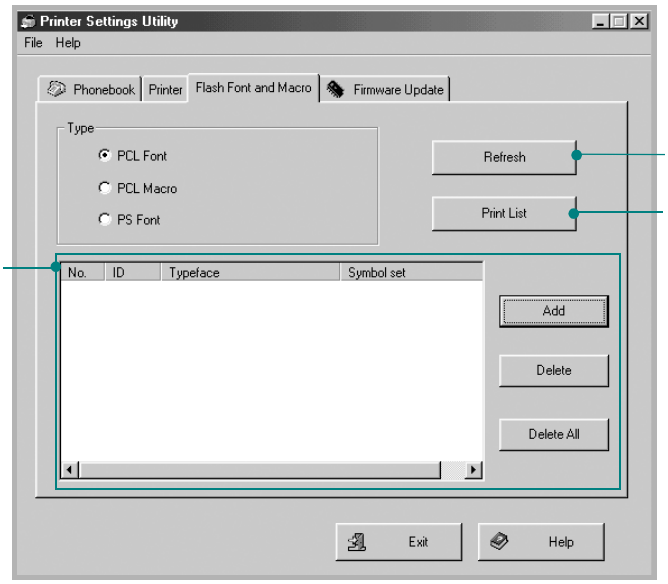
Allows you to set options for PCL printing.

Allows you to set options for PS printing.

Press to apply the settings you made.

Flash Font and Macro Tab

Flash PCL fonts and macros may be supplied on a CD or downloaded from the internet. Use this tab to install flash PCL fonts and macros and PostScript fonts on the Samsung SCX-6x20 Series. You can also delete individual fonts and macros, delete all of the fonts and macros and print a font list.



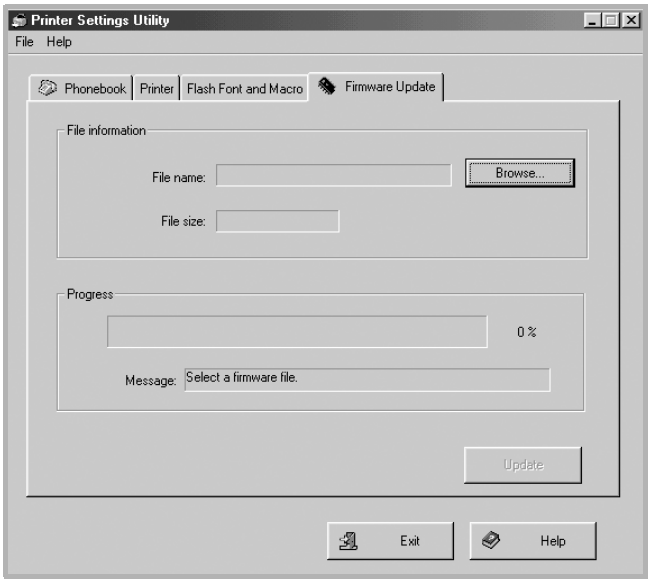
Update information about fonts and macros.

Print the fonts or macros list.

Add or delete fonts and macros.

Firmware Update

Click the **Firmware Update** tab to update the firmware of your machine. This feature should only be used by an authorized technician. Please consult with the point of purchase or a locally authorized dealer.



Clearing Memory

You can selectively clear information stored in your machine's memory.

1. Press **Menu** until "Sys. Admin Tools" displays on the top line.

2. Press the scroll buttons until "Clear Memory" displays on the bottom line and press **Enter**. The following options are available:

   System Data: restores all the user-selectable options to the factory default.

   Fax TX History: clears all records of fax transmissions.

   Fax RX History: clears all records of fax receptions.

   Fax Phone Book: clears the speed dial or group dial numbers stored in the memory.

   Email Address Book: clears the e-mail addresses stored in the memory.

   Email TX History: clears all records of e-mail transmissions.

   Netscan Journal: clears all records of the netscan journal.

3. Press the scroll buttons until the desired option displays and press **Enter**.

   The selected option is deleted.

To clear fax settings, press **Stop/Clear**. When you press **Stop/Clear** once the entered numbers are cleared. When the keys are pressed twice, all fax setting are cleared.

7 SETTING UP THE E-MAIL

The following topics are included:

- **Setting Up Your E-mail System**
- **Setting Authorized Users**
- **Setting-Up E-mail Options**

Setting Up Your E-mail System

To send an e-mail with your machine, your system administrator needs to configure the network settings, such as the IP address, subnet mask, and gateway IP. See User's Guide supplied with this manual. Then the system administrator needs to configure the e-mail settings as follows:

1. Press **Menu** until "Sys. Admin Tools" displays on the top line.

2. Press the scroll buttons until "Email Setup" displays on the bottom line and then press **Enter**.

3. Press the scroll buttons until "SMTP Setup" displays on the bottom line and then press **Enter**.

4. Press the scroll buttons to select the following e-mail configuration items, and select the settings or enter the correct values:

   SMTP Server IP- This is the IP address or host name of the ESMTP server. This can be given in dotted decimal notation or as a host name. (E.g. 123.456.789.123 or smtp.xyz.com).

   SMTP Login- This field will be used to decide whether SMTP Login is required by server.

   - If it is enabled whatever is configured for ESMTP Account and ESMTP Password will be sent to the Server for Authentication.
   - If this is disabled NULL Account Name and Null Password would be sent.

   SMTP Account- This is the ESMTP account which will be used during Server Authentication.

   SMTP Password- This is the ESMTP Password which will be used during Server Authentication.

   SMTP Port- This is the ESMTP Port (0 - 999) that will be used to connect to the Server. The default value is 25.

   Max Mail Size- This value (1MB - 4 MB) denotes the maximum size of the mail which can be sent. The default is 4MB.

NOTE: SMTP Login, SMTP Account, SMTP Password, SMTP Port settings only be configured through SyncThru™ Web Service.

Setting Authorized Users

If authorized user is enabled, then only authorized users can send e-mails using the machine. Enabling, adding, deleting, editing authorized users will be done by the System Administrator.

Adding Authorized Users

Alphabets can be entered using the alphabet keypad, and numbers using the number keypad for user's names, login IDs, passwords and e-mail addresses.

1. Press **Menu** until "Sys. Admin Tools" displays on the top line.
2. Press the scroll buttons until "Email Setup" displays on the bottom line and then press **Enter**.
3. Press the scroll buttons until "Auth User Setup" displays on the bottom line and then press **Enter**.
4. Press the scroll buttons until "Add Auth Users" displays on the bottom line and then press **Enter**.
5. Enter a user's name using the alphabet keypad and then press **Enter**.
6. Enter the user's Login ID using the alphabet keypad and then press **Enter**.
7. Enter the user's password using the alphabet keypad and then press **Enter**.
8. Enter the user's e-mail address and then press **Enter**.

9 When the display prompts "Add Another?" for adding another authorized user, select "Yes" or "No" usingthe scroll buttons and then press **Enter**.

The maximum number of authorized users you can enter is 50. If you want to enter another user, repeat steps 5 through 8.

10 When you finish, press **Stop/Clear** to return to idle mode.

Deleting Authorized Users

1 Refer to steps from 1 to 3 on page 7.3.

2 Press the scroll buttons until "Delete Auth Users" displays on the bottom line and then press **Enter**.

3 Press the scroll buttons to select the user you want to delete from the list of authorized users and then press **Enter**.

4 The authorized user name appears on the top line. Press the scroll buttons to select "Delete Yes" and then press **Enter**.

5 If you want to delete another user from the list, repeat steps 3 through 4.

6 When you finish, press **Stop/Clear** to return to idle mode.

Enabling Authorized Users

1 Refer to steps from 1 to 3 on page 7.3.

2 Press the scroll buttons until "User Auth." displays on the bottom line and then press **Enter**.

3 Press the scroll buttons to select "Enable" or "Disable" and then press **Enter**.

The default value for user authentication is disabled.

4 If you select "Enable", the display shows "Log Off Reminder" on the top line.

5 Press the scroll buttons to select "On" or "Off" and then press **Enter**.

To remind the authorized users about log off after every e-mail send operation by showing a "Logoff Now?" message, select "On".

Editing Authorized Users

1 Refer to steps from 1 to 3 on page 7.3.

2 Press the scroll buttons until "Edit" displays on the bottom line and then press **Enter**.

3 Press the scroll buttons to select the user you want to edit from the list of authorized user and then press **Enter**.

4 Edit the name and then press **Enter**.

5 Edit the login ID and then press **Enter**.

6 Edit the password and then press **Enter**.

7 Edit the e-mail address and then press **Enter**.

8 If you want to edit another user from the list, repeat steps 3 through 7.

9 When you finish, press **Stop/Clear** to return to idle mode.

Setting-Up E-mail Options

The system administrator customizes the e-mail system according to the operating environment.

1 Press **Menu** until "Sys. Admin Tools" displays on the top line.

2 Press the scroll buttons until "Email Setup" displays on the bottom line and then press **Enter**.

Press the scroll buttons until the option you want to set displays on the bottom line. You can set the following options:

SMTP Server Setup - See page 7.2.

Auth User Setup - See page 7.3.

Auto Send to Self - This option allows you to send an e-mail to yourself. If this menu set to "On" you will be shown the "Auto Send To Self" menu when you send an e-mail using this machine. By default this is "On".

Guest User Access - This option allows guest users to send an e-mail using this machine with Guest Login ID and Guest Password. When this option is disabled guest users can not access your machine to an send e-mail. By default this is "Off". For enabling this feature, **Default From** should be filled. See below.

Default From- This option allows you to set default values for the "From" e-mail address. Your e-mail address or other e-mail addresses can be set. Alphabets can be entered using the alphabet keypad, and numbers using the number keypad.

When the display shows "From:", enter the from e-mail id and press **Enter**.

Default Subject - This option allows you to set default values for the Subject. A maximum of 50 characters can be entered as the default subject. Alphabets can be entered using the alphabet keypad, and numbers using the number keypad.

When "On" is selected, enter the subject and press **Enter**.

LDAP Server Setup - This option allows you to configure the LDAP server so that you can use the Global Address Book.

- Pri LDAP IP: This option is used to set the primary LDAP server IP. You can fill either the IP address or host name. The maximum characters for alternate LDAP host names are 255. The default value for an alternate LDAP server IP is NULL.

8 Sending an E-mail

The following topics are included:

- **About the E-mail**
- **Sending the E-mail**

About the E-mail

The E-mail fax function on your machine allows you to send your documents as an e-mail message without going to a PC. The document is sent to the recipient's e-mail box as an attachment.

To use this feature, you must configure the network settings and e-mail settings. For details, see User's Guide supplied with this manual and "Setting Up Your E-mail System" on page 7.2.

NOTE: To use the E-mail function, you need to install an optional network interface card into your machine. For details about the card, see the User's Guide.

Sending the E-mail

You can send an e-mail from your machine. The document you want to send as an e-mail is scanned and then attached to the e-mail as an image file. You can enter e-mail addresses by using the alphabet and number keypad on the front of your machine or by retrieving them from the local or global address book using **Address Book**.

1. Load the document you want to send in either the DADF or on the document scan glass.

2. Press **E-mail**. The e-mail idle screen displays "From" or "My Login Name" on the top line according to the authentication setting your system administrator made through the authorized user setup. For details, see "Setting Authorized Users" on page 7.3.

3. Select the following settings from **Resolution**, **Original Type** or **Duplex**:

   Resolution - Choose the scan resolution. The higher, the clearer from 100 dpi to 400 dpi.

Original Type - Choose the original document type from **Text/Photo**, **Photo**, **Text**, and **Color**.

Duplex - Choose **Yes** if the original document is 2-sided.

4 On the e-mail idle screen, enter the sender's e-mail ID using the alphabet keypad, and then press **Enter**.

By default the "From" will be the one set in the "Default From" option. For details, see page 7.5. You can use **Stop/Clear**, **Delete** or **Backspace** to clear the entire contents of the default from.

If the authentication menu is set to **Enable**, enter your login name and password. For details, see "Setting Authorized Users" on page 7.3

5 Enter the recipient's e-mail address and then press **Enter**.

You can directly enter an e-mail address using the alphabet keypad. You can include numbers in the e-mail address by using the number keypad.

You can also retrieve an e-mail address from the local or global addressbook by pressing **Address Book**. Select "Local" or "Global" according to the addressbook type. The local addressbook contains e-mail addresses stored in your machine. The global addressbook shows the addresses retrieved from the configured LDAP server. For details about the addressbook, see page 9.2 and page 9.7.

When a set of characters or numbers is entered, the user can press **Address Book** and select "Local" or "Global". The closest matching entries are shown.

6 When the display shows "Another Address?", select "Add" or "Done" using the scroll buttons and then press **Enter**.

Selecting "Add" allows you to enter another address. Repeat step 5. The maximum number of addresses you can enter is 9 or 10 depending upon "Auto Send To Self" e-mail option. If "Auto Send To Self" is "On" then only 9 e-mail addresses can be entered.

After entering the addresses, select "Done".

7 The display may show "Auto Send To Self" according to the e-mail option settings. For details, see page 7.5.

Select "Yes" or "No" and then press **Enter**. Selecting "Yes" will add your e-mail address or other addresses according to the "Default From" e-mail option, to the recipients address list. For details, see page 7.5.

8 When the display shows "Review Addresses?", select "Yes" or "No" and then press **Enter**.

Selecting "Yes" allows you to review the addresses entered. You can scroll through the list using the scroll buttons. If you want to delete one from the list, scroll to the address and press **Delete**. The selected address is deleted. To finish reviewing the addresses, press **Enter** on any of the address in the list.

9 Enter the subject using the alphabet keypad and press **Enter**. To include numbers in the text, use the number keypad.

By default the subject will be the one set in the "Default Subject" e-mail option set-up. For details, see page 7.5. You can use **Stop/Clear**, **Delete** or **Backspace** to clear the entire contents of the default subject.

10 Select a file type and then press **Enter**. You can select from PDF and TIFF.

If you set **Original Type** to "Color", the file type is automatically set to "JPEG" and the file type selection screen does not appear.

11 Press **Start**. The original document is scanned and then sent one page at a time.

12 The display may show "Logoff Now" according to the e-mail option settings. For details, see page 7.4.

If you select "Yes" using the scroll buttons and then press **Enter**, you will be logged-out from the system. If you select "No", the display shows "To:" for another e-mail sending.

NOTE: Pressing **Start** after entering at least one e-mail address in step 5 will send the mail using the default values from steps 6 through 10.

9 Using the Address Book

The following topics are included:

- **Using the Local Address Book**
- **Entering Text from the Alphabet Keypad**
- **Using the Global Address Book**
- **Printing the E-mail Address Book**
- **Clearing the E-mail Address Book**

Using the Local Address Book

You can store frequently used e-mail addresses in the machine's memory called the Local address book. Once you store e-mail addresses in the local address book, you can retrieve the addresses anytime you send an e-mail using **Address Book**.

Adding an E-mail Address to the Local Address Book

1. Press **E-mail**. The e-mail idle screen displays "From" or "My Login Name" on the top line according to the authentication setting your system administrator made through the authorized user setup. For details, see "Setting Authorized Users" on page 7.3.

2. Press **Menu** until "E-Mail Features" displays on the top line of the display.

3. Press the scroll buttons to display "Local Address Book" and press **Enter**.

4. Press the scroll buttons until "New" displays on the bottom line and then press **Enter**.

5. Enter a name using the alphabet keypad and then press **Enter**.

6. Enter the e-mail address using the alphabet keypad and then press **Enter**. You can include numbers in the e-mail address by using the number keypad.

7. When the display shows "Another Address?" select "Add" and then press **Enter**. The maximum number of entries that can be added to the Address Book is 100. When you finish adding the addresses, select "Done" when the display shows "Another Address?", and then press **Enter**.

8. To add another e-mail address, repeat steps 5 through 7.

9. To return to idle mode, press **Stop/Clear**.

Editing the Local Address Book

You can change or delete an e-mail address stored in the local address book.

1. Refer to steps from 1 to 3 on page 9.2.

2. Press the scroll buttons until "Edit" displays on the bottom line and then press **Enter**.

3. Using the scroll buttons, scroll to the e-mail address you want to edit and then press **Enter**.

NOTE: If the selected address belongs to a Group mail, "Entry Not Editable Associated To Group" displays.

4. Using the scroll buttons, select "Edit" or "Delete", and then press **Enter**.

   If you selected "Edit", change the name and/or e-mail address by following the same procedure when adding an e-mail address to the local addressbook.

   If you selected "Delete", the selected address is deleted.

5. To edit or delete another address, repeat steps 3 through 4.

6. To return to the idle mode, press **Stop/Clear**.

Sending E-mails Using the Local Address Book

1. Load the document you want to send in either the DADF or on the document scan glass.

2. Press **E-mail**. The e-mail idle screen displays "From" or "My Login Name" on the top line according to the authentication setting your system administrator made through the authorized user setup. For details, see "Setting Authorized Users" on page 7.3.

3. Select the following settings from **Resolution**, **Original Type** or **Duplex**:

   Resolution - Choose the scan resolution. The higher, the clearer from 100 dpi to 400 dpi.

   Original Type - Choose the original document type from **Text/Photo**, **Photo**, **Text**, and **Color**.

   Duplex - Choose Yes if the original document is 2-sided.

4. Press **Address Book**. Select "Address Book Send" and then press **Enter**.

   You can also select the Local address book by pressing **Menu** and selecting "E-Mail Features", "Local Address Book" then "Send".

5. Select "Local" or "Global Group" address book.

6. If the authentication menu is set to "Enable", enter your login name and password. For details, see "Setting Authorized Users" on page 7.3.

7. Using the scroll buttons, select an e-mail address from the list, and then press **Enter**.

8. When the display shows "Another Address?", select "Add" or "Done" using the scroll buttons and then press **Enter**.

   Selecting "Add" allows you to enter another address. Repeat step 7. The maximum number of addresses you can enter is 9 or 10 depending upon the "Auto Send To Self" e-mail option. If "Auto Send To Self" is "On" then only 9 e-mail addresses can be entered. After entering the addresses, select "Done".

9 Enter the sender's e-mail ID using the alphabet keypad, and then press **Enter**.

By default the "From" will be the one set in the "Default From" option. For details, see page 7.5. You can use **Stop/Clear**, **Delete** or **Backspace** to clear the entire contents of the default from.

If the authentication menu set to Enable, "From" will be taken directly from the "Default From" option and this menu is not shown.

10 The display may show "Auto Send To Self" according to the "Auto Send To Self" e-mail option settings. For details, see page 7.5.

Select "Yes" or "No" and then press **Enter**. Selecting "Yes" will add your e-mail address or other addresses according to the "Default From" e-mail option to the recipients address list. For details, see page 7.6.

11 When the display shows "Review Addresses?", select "Yes" or "No" and then press **Enter**.

Selecting "Yes" allows you to review the addresses entered. You can scroll through the list using the scroll buttons. If you want to delete one from the list, scroll to the address and press **Delete**. The selected address is deleted. To finish reviewing the addresses, press **Enter** on any of the address in the list.

12 Enter the subject using the alphabet keypad and press **Enter**. To include numbers in the text, use the number keypad.

By default the subject will be the one set in the "Default Subject" e-mail option set-up. For details, see page 7.5. You can use **Stop/Clear**, **Delete** or **Backspace** to clear the entire contents of the default subject.

13 Select a file type and then press **Enter**. You can select from PDF and TIFF type using the scroll buttons.

If you set **Original Type** to "Color", the file type is automatically set to "JPEG" and the file type selection screen does not appear.

14 Press **Start**. The original document is scanned and then sent one page at a time.

15 The display may show "Logoff Now" according to the e-mail option settings. For details, see page 7.4.

If you select "Yes" using the scroll buttons and then press **Enter**, you will be logged-out from the system. If you select "No", the display shows "To:" for another e-mail sending.

NOTE: You can press **Start** after selecting at least one recipient address in step 7 and then you will be prompted with "From". After pressing **Enter** in "From", the mail sending will use the default values for the next steps.

Entering Text from the Alphabet Keypad

You can enter text using the Alphabet keypad available in front of the machine.

It contains keys to enter English characters from a to z.

You can use **Shift** or set **Caps Lock** to enter upper case letters. **Caps Lock** On/Off will be indicated by a LED.

Space can be used to enter a space.

Delete can be used to delete a single character.

Backspace can be used to delete a character to the left of the cursor.

Tab can be used to insert a Tab Space.

Insert can be used to either replace or insert characters.

A separate **.com** can be used while entering an e-mail address and domain name.

All other special characters can also be entered using the Alphabet Keypad.

Using the Global Address Book

The global address book is used for getting e-mail addresses from an LDAP server. The system administrator can configure the LDAP server. For details, see page 7.6.

Sending E-mails Using the Global Address Book

1. Load the document you want to send in either the DADF or on the document scan glass.

2. Press **E-mail**. The e-mail idle screen displays "From" or "My Login Name" on the top line according to the authentication setting your system administrator made through the authorized user setup. For details, see "Setting Authorized Users" on page 7.3.

3. Select the following settings from **Resolution**, **Original Type** or **Duplex**:

   Resolution - Choose the scan resolution. The higher, the clearer from 100 dpi to 400 dpi.

   Original Type - Choose the original document type from Text/Photo, Photo, Text, and Color.

   Duplex - Choose Yes if the original document is 2-sided.

4. On the e-mail idle screen, enter the sender's name using the alphabet keypad, and then press **Enter**.

   By default the "From" will be the one set in the "Default From" option. For details, see page 7.5. You can use **Stop/Clear**, **Delete** or **Backspace** to clear the entire contents of the default from.

   If the authentication menu is set to "Enable", enter your login name and your password. For details, see "Setting Authorized Users" on page 7.3.

5. Press **Address Book**. Select "Global" and then press **Enter**.

   A message "Connecting to LDAP" appears.

6 After retrieving e-mail addresses, use the scroll buttons to select an e-mail address, and then press **Enter**.

7 When the display shows "Another Address?", select "Add" or "Done" using the scroll buttons and then press **Enter**.

Selecting "Add" allows you to enter another address. Repeat step 5 through 6. The maximum number of addresses you can enter is 9 or 10 depending upon "Auto Send To Self" e-mail option. If "Auto Send To Self" is "On" then only 9 e-mail addresses can be entered.

After entering the addresses, select "Done".

8 The display may show "Auto Send To Self" according to the "Auto Send To Self" e-mail option settings. For details, see page 7.5.

Select "Yes" or "No" and then press **Enter**. Selecting "Yes" will add your e-mail address or other addresses according to the "Default From" e-mail option to the recipient address list. For details, see page 7.5.

9 When the display shows "Review Addresses?", select "Yes" or "No" and then press **Enter**.

Selecting "Yes" allows you to review the addresses entered. You can scroll through the list using the scroll buttons. If you want to delete one from the list, scroll to the address and press **Stop/Clear**. The selected address is deleted. To finish reviewing the addresses, scroll to "Done" at the bottom of the list and press **Enter**.

10 Enter the subject using the alphabet keypad and press **Enter**. To include numbers in the text, use the number keypad.

By default the Subject will be the one set in the "Default Subject" e-mail option set. For details, see page 7.5. You can use **Stop/Clear**, **Delete** or **Backspace** to clear the entire contents of the default subject.

11 Select a file type and then press **Enter**. You can select from PDF and TIFF type using the scroll buttons.

If you set **Original Type** to "Color", the file type is automatically set to "JPEG" and the file type selection screen does not appear.

12 Press **Start**. The original document is scanned and then sent one page at a time.

13 The display may show "Logoff Now" according to the e-mail option settings. For details, see page 7.4.

If you select "Yes" using the scroll buttons and then press **Enter**, you will be logged-out from the system. If you select "No", the display shows "To:" for another e-mail sending.

NOTE: You can press **Start** after selecting at least one recipient address. The mail sending will use the default values for the next steps.

Creating a New Group Using the Global Address Book

1 Press **E-mail**. The e-mail idle screen displays "From" or "My Login Name" on the top line according to the authentication setting your system administrator made through the authorized user setup. For details, see "Setting Authorized Users" on page 7.3.

2 Press **Menu** until "E-Mail Features" appears on the top line.

3 Press the scroll buttons until "Group Mail" displays on the bottom line and then press **Enter**.

4 Press the scroll buttons until "New" displays on the bottom line and then press **Enter**.

5 Enter a group number (1 to 50) using the number keypad and then press **Enter**.

6 Enter a group name using the alphabet keypad and then press **Enter**.

You can skip this step without entering a name. If there is no group name, a group number displays when you view or edit the group.

7 Press **Address Book**. Select **Global** and then press **Enter**.

A message "Connecting to LDAP" appears.

8 After retrieving e-mail addresses, press the scroll buttons to select an e-mail address, and then press **Enter**.

9 When the display shows "Another Address?", select "Add" and then press **Enter**.

When you finish adding the addresses, select "Done" when the display shows "Another Address?" and then press **Enter**.

10 To return to idle mode, press **Stop/Clear**.

Adding a New Entry in Existing Group Using the Global Address Book

1 Refer to steps from 1 to 3 on page 9.9.

2 Press the scroll buttons until "Edit" displays on the bottom line and then press **Enter**.

3 Enter the group number you want to edit and then press **Enter**.

4 When the display shows "Group Name" on the top line you can edit the Group Name and press **Enter**.

5 When the confirming message appears on the top line, use the scroll buttons to select "Add" and press **Enter**.

6 Press **Address Book**. Select "Global" and then press **Enter**.

A message "Connecting to LDAP" appears.

7 After retrieving e-mail addresses, press the scroll buttons to select an e-mail address, and then press **Enter**.

8 When the display shows "Another Address?", select "Add" and then press **Enter**.

When you finish adding the addresses, select "Done" when the display shows "Another Address?" and then press **Enter**.

9 To return to idle mode, press **Stop/Clear**.

Printing the E-mail Address Book

1. Press **E-mail**. The e-mail idle screen displays "From" or "My Login Name" on the top line according to the authentication setting your system administrator made through the e-mail setup. For details, see "Setting Authorized Users" on page 7.3.

2. Press **Menu** until "E-Mail Features" appears.

3. Press the scroll buttons until "Print Address Book" displays on the bottom line and then press **Enter**.

4. Press the scroll buttons until "Individual Address", "Group Address" or "All" displays on the bottom line. Choose an option and then press **Enter**.

   The selected address list is printed. If "All" is selected both the reports are printed one after the other.

Clearing the E-mail Address Book

1. Press **Menu** until "Sys. Admin Tools" displays on the top line.

1. Press the scroll buttons until "Clear Memory" displays and then press **Enter**.

2. Press the scroll buttons until "Email Address Book" displays on the bottom line and then press **Enter**.

   Note that there is not a confirming message. The Local Address Book and all the Group Mail entries that are configured will be cleared immediately.

MEMO

10 Additional Features

The following topics are included:

- **Using the Group Mail**
- **Forwarding Faxes as E-mails**
- **Managing the E-mail Log**

Using the Group Mail

You can store several e-mail addresses in a specific group and quickly send e-mails to the group members.

Creating a Group Mail

1. Press **E-mail**. The e-mail idle screen displays "From" or "My Login Name" on the top line according to the authentication setting your system administrator made through the authorized user setup. For details, see "Setting Authorized Users" on page 7.3.

2. Press **Menu** until "E-Mail Features" appears on the top line of the display.

3. Press the scroll buttons until "Group Mail" displays on the bottom line and then press **Enter**.

4. Press the scroll buttons until "New" displays on the bottom line and then press **Enter**.

5. Enter a group number (1 to 50) using the number keypad and then press **Enter**.

6. Enter a group name using the alphabet keypad and then press **Enter**.

   You can skip this step without entering a name. If there is no group name, a group number displays when you view or edit the group.

7. Enter an e-mail address that you want to include in the group and then press **Enter**.

   You can directly enter an e-mail address using the alphabet keypad. You can include numbers in the e-mail address by using the number keypad.

   You can also retrieve an e-mail address from the local or global addressbook by pressing **Address Book**. Select "Local" or "Global" according to the addressbook type. The local addressbook contains e-mail addresses stored in your machine. The global addressbook shows the addresses retrieved from the configured LDAP server.

For details, see "Using the Local Address Book" on page 9.2 and "Using the Global Address Book" on page 9.7.

When a set of characters or numbers is entered, the user can press **Address Book** and select "Local" or "Global". The closest matching entries are shown.

8 Enter the name of the recipient and then press **Enter**. If the e-mail address is taken from the Address Book then this field can not be edited.

9 When the display shows "Another Address?", select "Add" and then press **Enter**.

When you finish adding the addresses, select "Done" when the display shows "Another Address?" and then press **Enter**.

10 Repeat steps 7 through 9 to add additional addresses in the group.

11 To return to idle mode, press **Stop/Clear**.

Deleting a Group

1 Refer to steps from 1 to 3 on page 10.2.

2 Press the scroll buttons until "Delete" displays on the bottom line and then press **Enter**.

3 Enter the group number you want to delete and then press **Enter**. If the group number is not configured, the "Not Configured" error message will be displayed.

4 When the confirming message appears, select "Yes" and then press **Enter**. The selected group will be deleted. Selecting "No" will take you back to step 3.

5 If you want to delete another group, repeat steps 2 through 4. To return to idle mode, press **Stop/Clear**.

Editing a Group Mail

1. Refer to steps from 1 to 3 on page 10.2.

2. Press the scroll buttons until "Edit" displays on the bottom line and then press **Enter**.

3. Enter the group number you want to edit and then press **Enter**.

4. When the display shows "Group Name" on the top line you can edit the Group Name and press **Enter**.

5. When the confirming message appears on the top line, use the scroll buttons to select "View", "Add", "Delete" and press **Enter**.

6. When you finish, press **Stop/Clear** to return to the idle mode.

Viewing the Group Entries

1. If you select "View", e-mail addresses in the group are displayed.

2. Press the scroll buttons to move up and down the list.

3. When you finish, press **Stop/Clear** to return to the idle mode.

Adding Addresses to the Group

1. If you select "Add", the display shows "To" on the top line.

2. Enter an e-mail address that you want to include in the group and then press **Enter**. You can directly enter an e-mail address using the alphabet keypad.

   You can also retrieve an e-mail address from the local or global addressbook by pressing **Address Book**. Select "Local" or "Global" according to the addressbook type. The local addressbook contains e-mail addresses stored in your machine. The global addressbook shows the addresses retrieved from the configured LDAP server. For details about the addressbook, see page 9.2 and page 9.7. By default Global Address book will be used.

   When a set of characters or numbers is entered, the user can press **Address Book** and select "Local" or "Global". The closest matching entries are shown.

3. Enter the name of the recipient and then press **Enter**. If the e-mail address is taken from the Address Book then this field can not be edited.

4. When the display shows "Another Address?" select "Add" and then press **Enter**.

   When you finish adding the addresses, select "Done" when the display shows "Another Address?" and then press **Enter**.

5. Repeat steps 1 through 4 to add additional addresses in the group. The maximum number of addresses you can enter is 9.

Deleting Addresses from the Group

1. If you select "Delete", e-mail addresses in the group are displayed.

2. Press the scroll buttons to move up and down the list to select an entry and press **Enter** to delete the entry.

Sending a Group Mail

1. Load the document you want to send in either the DADF or on the document scan glass.

2. Press **E-mail**. The e-mail idle screen displays "From" or "My Login Name" on the top line according to the authentication setting your system administrator made through the authorized user setup. For details, see "Setting Authorized Users" on page 7.3.

3. Select the following settings from **Resolution**, **Original Type** or **Duplex**:

   Resolution - Choose the scan resolution. The higher, the clearer from 100 dpi to 400 dpi.

   Original Type - Choose the original document type from Text/Photo, Photo, Text, and Color.

   Duplex - Choose Yes if the original document is 2-sided.

4. Press **Address Book**. Press the scroll buttons until "Group Mail Send" displays on the bottom line and then press **Enter**.

   You can also select a group mail by pressing **Menu** and selecting "E-Mail Features", "Group Mail" then "Send".

5. Enter the group number you want to send an e-mail to and then press **Enter**.

6. When the selected group name displays, press **Enter**.

7. Enter the sender's e-mail ID using the alphabet keypad, and then press **Enter**.

   By default the "From" will be the one set in the "Default From" option. For details, see page 7.6. You can use **Stop/Clear**, **Delete** or **Backspace** to clear the entire contents of the default from.

   If the authentication menu is set to "Enable", enter your login name and your password. For details, see "Setting Authorized Users" on page 7.3.

8 The display may show "Auto Send To Self" according to the "Auto Send To Self" e-mail option settings. For details, see page 7.6.

Select "Yes" or "No" and then press **Enter**. Selecting "Yes" will add your e-mail address or other addresses according to the "Default From" e-mail option to the recipients address list. For details, see page 7.6.

9 Enter the subject using the alphabet keypad and press **Enter**. To include numbers in the text, use the number keypad.

By default the Subject will be the one set in the "Default Subject" e-mail option set. For details, see page 7.6. You can use **Stop/Clear**, **Delete** or **Backspace** to clear the entire contents of the default subject.

10 Select a file type and then press **Enter**. You can select from PDF and TIFF type using the scroll buttons.

If you set **Original Type** to "Color", the file type is automatically set to "JPEG" and the file type selection screen does not appear.

11 Press **Start**. The original document is scanned and then sent.

12 The display may show "Logoff Now" according to the e-mail option settings. For details, see page 7.4.

If you select "Yes" using the scroll buttons and then press **Enter**, you will be logged-out from the system. If you select "No", the display shows "To:" for another e-mail sending.

NOTE: If you press **Start** after step 7, the mail sending will start using the default values for the next steps.

Forwarding Faxes as E-mails

You can set your machine to forward incoming or outgoing faxes to specified e-mail addresses to monitor the faxes sent from or received via the machine.

When a fax is sent, it is stored in memory. First, your machine e-mails the document to the configured e-mail addresses and then dials the fax number you have specified and sends the fax.

When a fax is received, it is stored in memory. First, your machine e-mails the document to the configured addresses and then prints it. You can also select an option which allows you to stop printing the document after it is forwarded to the specified e-mail addresses.

1. Press **Menu** until "Sys. Admin Tools" displays on the top line.

2. Press the scroll buttons until "Fax/E-mail Forward" displays on the bottom line and then press **Enter**.

3. Press the scroll buttons until "Setup Forward" displays on the bottom line and then press **Enter**.

4. Press the scroll buttons until "Fax" displays on the bottom line and then press **Enter**.

5. Select the type of fax to be forwarded and then press **Enter**. You can select from:

   All- forwards both incoming and outgoing faxes to a specified e-mail address.

   Tx Only- forwards only outgoing faxes to a specified e-mail address.

   Rx Only - forwards only incoming faxes to a specified e-mail address.

   Off - turns the e-mail forwarding feature off.

6. Enter the "From" address for the e-mail and press **Enter**.

7. Enter the "Recipient Address" and press **Enter**.

8. The display asks you if you want to add another address. Select "Yes" or "No" and press **Enter**.

9 If you select "No", in case of All and Rx Only, the display asks you if you want to print a local copy of the faxes received. Select "Yes" or "No".

10 If you select "Yes", the incoming faxes will be printed after it has been forwarding as an e-mail. If you select "No", the incoming faxes will not be printed, only the E-mail will be sent.

Managing the E-mail Log

You can print the list of the e-mails recently sent from the machine and delete the e-mail log.

Printing an E-mail Log

1 Press **Menu** until "Report" displays on the top line.

2 Press the scroll buttons until "Email TX Report" displays on the bottom line and then press **Enter**.

The list of e-mails sent from the machine prints.

Clearing an E-mail Log

1 Press **Menu** until "Sys. Admin Tools" displays on the top line.

2 Press the scroll buttons until "Clear Memory" displays and press **Enter**.

3 Press the scroll buttons until "Email TX History" displays on the bottom line and then press **Enter**.

The list of e-mails sent from the machine is deleted.

NOTE: The E-mail TX History is printed automatically when the entries reach 50 and the entries that are printed will be deleted automatically.

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